

100 SELECTMEN

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Elected to a two year term, the Board of Selectmen supervise the administration of the affairs of the Town, except those matters which by the General Statute or Town Charter are exclusively committed to the Board of Education or other departments. The Board of Selectman is responsible for coordinating the activities of all the departments of the Town and for reviewing the present and future needs of the Town. The Board of Selectmen submit annually to the Board of Finance a proposed budget, not including the Board of Education portion, for the next year.

BUDGET COMMENTARY

This budget is less than the actual level of funding for 2010-2011. There are no salary increases for personnel covered in this department (first selectman, executive assistant, human resources administrator). The major difference can be found in the legal account. This year (2010-2011) Newtown has been faced with some significant, unanticipated legal issues. The legal services other account for 2011-2012 reflects a decrease of \$70,000.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

2010:

- Bring the HS addition to a substantially complete state; ● Fully occupy Bridgeport Hall for municipal government purposes.
- Complete schematic design of Parks and Recreation/Community Center Building; ● Complete the testing of soils for Animal Control Facility site.
- Successfully bid and plan for several major projects including Old Mill Dam repair; Sandy Hook water line extension; Maintenance Building...
- Win several grants for infrastructure work at Fairfield Hills; ● Establish a review committee for the Master Plan.
- \* Implement town-side spending plan that provides sufficient funding for services to be sustained, without posing undue hardship on taxpayers.
- \* Successful collaboration with BOE: consolidate benefits consultant; establish self-funding of medical benefits.
- \* Worked with P&R to reorganize management of Eichler's Cove.
- \* Initiated development of management policies, including a Personnel Handbook; successfully completed union negotiations with two units.

2011

- \* Develop an implementation plan for the POCD as a tool and framework for long-term planning.
- \* Expand the community role in development of the POCD; \* Complete the review of the Master Plan for Fairfield Hills.
- \* Complete a facilities assessment protocol, in cooperation with the BoE, to document the status of all municipal facilities.
- \* Complete planning for KCC location at Fairfield Hills
- \* In collaboration with education department, conduct an organizational analysis to determine best practices and potential cost savings
- \* Continue transition of Fairfield Hills into a fully town-managed campus.
- \* Complete TBDAC process and action plan.
- \* Construct Animal Control Facility on Trades Lane site.
- \* Launch improved website with video on demand.

|   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>100 SELECTMEN</b>                      |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01100 1001 SELECTMAN SALARY               | 97,333              | 97,333              | 97,333                         | 97,333                           | 97,333           | 97,333                            |                                    |                                   |
| 01100 1002 SECRETARY, ASSISTANT           | 99,000              | 99,850              | 99,850                         | 99,850                           | 99,850           | 99,850                            |                                    |                                   |
| 01100 1003 DIRECTOR OF COMMUNITY DEVEL.   | 23,020              | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01100 1007 TOWN HALL O.T., ED., LONGEVITY | 6,711               | 7,218               | 10,000                         | 10,000                           | 10,000           | 10,000                            |                                    |                                   |
| 01100 2013 SELECTMAN EXPENSES             | 3,835               | 3,266               | 2,350                          | 2,350                            | 2,350            | 2,350                             |                                    |                                   |
| 01100 4061 LEGAL SERVICES                 | 60,000              | 59,775              | 60,000                         | 60,000                           | 60,000           | 60,000                            |                                    |                                   |
| 01100 4063 LEGAL SERVICES-OTHER           | 89,419              | 208,728             | 170,000                        | 170,000                          | 100,000          | 100,000                           |                                    |                                   |
| 01100 5080 CAPITAL                        | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL SELECTMEN                           | 379,319             | 476,170             | 439,533                        | 439,533                          | 369,533          | 369,533                           | -                                  | -                                 |

# **SELECTMEN - POSITION SCHEDULE**

| <u>Account / Position Classification</u> | <u>2010 - 2011 Authorized Positions</u> |  | <u>2011 Amended Budget</u> |               | <u>2011 - 2012 Requested Positions</u> |  | <u>Requested Budget</u> |                | <u>Increase / (Decrease)</u> |               |
|--|---|--|----------------------------|---------------|--|--|-------------------------|----------------|------------------------------|---------------|
|  | <u>Positions</u>                        |  | <u>Salary Step</u>         | <u>Amount</u> | <u>Positions</u>                       |  | <u>Salary Step</u>      | <u>Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01100 1001 SELECTMAN SALARY</b>       |   |  |                            |               |  |  |                         |                |                              |               |
| First Selectman                          | 1                                       |  | n/a                        | 97,333        | 1                                      |  | n/a                     | 97,333         | 0                            | -             |
| <b>01100 1002 SECRETARY, ASSISTANT</b>   |   |  |                            |               |  |  |                         |                |                              |               |
| Executive Assistant                      | 1                                       |  | n/a                        | 43,200        | 1                                      |  | n/a                     | 43,200         | 0                            | -             |
| Human Resources Administrator            | 1                                       |  | n/a                        | 56,650        | 1                                      |  | n/a                     | 56,650         | 0                            | -             |
|  |   |  |                            | 99,850        |  |  |                         | 99,850         |                              | -             |

# SELECTMEN - BUDGET JUSTIFICATION

| Account                                   | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|---|---------------------------------|---|--------------------------------|
| 01100 1007 TOWN HALL O.T., ED., LONGEVITY | 10,000                          | Overtime, education, part time clerical.  | 10,000                         |
| 01100 1073 TOWN HALL SALARY ADJUSTMENT    | -                               | This account has been used for non union salary increases. The amount is now included in contingency. | 10,000                         |
| 01100 2013 SELECTMAN EXPENSES             | 2,350                           | Newspaper subscriptions<br>miscellaneous selectmen expenses   | 2,350                          |
| 01100 4061 LEGAL SERVICES                 | 60,000                          | legal retainer for Cohen & Wolf (Town Attorney)   | 60,000                         |
|   |                                 |   | 60,000                         |



# SELECTMEN - BUDGET JUSTIFICATION

| Account                         | Budget Request | Justification<br>Item(s) / Description   | Itemized Budgeted Amount |
|---------------------------------|----------------|--|--------------------------|
| Account                         |                |  |                          |
| 01100 4063 LEGAL SERVICES-OTHER | 100,000        | Litigation, including union negotiations | 100,000                  |
| 01100 5080 CAPITAL              | -              |  | 100,000                  |
|                                 |                |  | -                        |
|                                 |                |  |                          |

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**105 SELECTMEN - OTHER**  
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**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

This department accounts for:  
Town wide - clerking for committee meetings; department office supplies; leasing and postage; legal advertising; copier contracts and repair/maintenance of office equipment.

**BUDGET COMMENTARY**

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

New copier contracts (under State of Connecticut bid pricing). Copiers now also serve as printers and faxes which has eliminated the need for small printers and fax machines reducing costs of printer supplies. Departments are now sharing this equipment.

|                                   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01105 1002 CLERKS                 | 34,109              | 36,249              | 36,650                         | 36,650                           | 36,650           | 36,650                            |                                    |                                   |
| 01105 2011 OFFICE SUPPLIES        | 45,388              | 42,714              | 60,000                         | 60,000                           | 57,725           | 57,725                            |                                    |                                   |
| 01105 2013 NON-RECURRING SUPPLIES | 191,412             | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01105 2014 LEASING                | 57,237              | 59,018              | 63,875                         | 63,875                           | 69,630           | 69,630                            |                                    |                                   |
| 01105 2015 LEGAL ADVERTISING      | 23,051              | 23,084              | 18,000                         | 18,000                           | 18,000           | 18,000                            |                                    |                                   |
| 01105 2016 POSTAGE                | 52,401              | 46,718              | 63,000                         | 63,000                           | 61,400           | 61,400                            |                                    |                                   |
| 01105 2024 COPIERS                | 30,165              | 32,982              | 38,000                         | 38,000                           | 38,100           | 38,100                            |                                    |                                   |
| 01105 3051 REPAIR/MAINTENANCE     | 6,361               | 4,017               | 12,000                         | 12,000                           | 10,000           | 10,000                            |                                    |                                   |
| TOTAL SELECTMEN - OTHER           | 440,123             | 244,782             | 291,525                        | 291,525                          | 291,505          | 291,505                           | -                                  | -                                 |

# SELECTMEN OTHER - BUDGET JUSTIFICATION

| Account                    |                           | Justification   |                          |
|----------------------------|---------------------------|---|--------------------------|
| Account                    | Department Budget Request | Item(s) / Description   | Itemized Budgeted Amount |
| 01105 1002 CLERKS          | 36,650                    | <p>Board of Assessment Appeals \$300 hourly estimate 300</p> <p>Board of Ethics \$500 hourly estimate 500</p> <p>Board of Finance \$3,500 (28 @ \$125) 3,500</p> <p>Board of Selectmen \$3,375 (27 @ \$125) 3,375</p> <p>Commission on Aging \$1,500 (12 @ \$125) 1,500</p> <p>Inland Wetlands Commission \$2750. (22 @ \$125) 2,750</p> <p>Economic Development \$1,500 (12 @ \$125) 1,500</p> <p>Fire Commission \$4,000 hourly estimate 4,000</p> <p>Hattertown Historic District \$125 125</p> <p>Legislative Council \$4,900 (28 @ \$175) 4,900</p> <p>Conservation Commission \$3,000. (22 @ \$125) 3,000</p> <p>Parks &amp; Recreation \$1,750 (14 @ \$125) 1,750</p> <p>Pension Committee \$1,000 hourly estimate 1,000</p> <p>Planning &amp; Zoning Commission \$4,200 (24 @ \$175) 4,200</p> <p>Police Commission \$1,500 (12 @ \$125) 1,500</p> <p>Public Building Committee \$1,500 (12 @ \$125) 1,500</p> <p>Sustainable Energy \$1,250 (10 @ \$125) 1,250</p> |                          |
| 01105 2011 OFFICE SUPPLIES | 57,725                    | <p>Paper 36,650</p> <p>Assessor 7,500</p> <p>Building Dept. 5,850</p> <p>Communications 3,600</p> <p>Community Development 2,835</p> <p>Economic Development 270</p> <p>Fire Marshal 450</p> <p>First Selectman 360</p> <p>Finance 1,900</p> <p>GIS 3,600</p> <p>Land Use Agency 1,350</p> <p>Legislative Council 4,600</p> <p>Misc. Boards/Commissions 135</p> <p>Conservation Commission 3,825</p> <p>Parks &amp; Recreation 6,300</p> <p>Police 2,105</p> <p>Public Building &amp; Site Comm. 2,070</p> <p>Public Works 1,170</p> <p>Registrars 450</p> <p>Senior Services 4,900</p> <p>Social Services 4,050</p> <p>Tax Collector 405</p> <p>Town Clerk</p> <p>Misc. Boards/Commissions</p>   | 57,725                   |

## SELECTMEN OTHER - BUDGET JUSTIFICATION

| Account                           | Budget Request | Justification  | Itemized Budgeted Amount   |
|-----------------------------------|----------------|--|----------------------------|
| 01105 2013 NON-RECURRING SUPPLIES | -              | THIS ACCOUNT HAS BEEN DISTRIBUTED TO EACH INDIVIDUAL DEPARTMENT.<br>IT WAS USED FOR DEPARTMENT CAPITAL ITEM REQUESTS.  | -                          |
| 01105 2014 LEASING                | 69,630         | Assessor<br>Tax Collector<br>Finance<br><br>Contractual maintenance contracts for assessment tracking<br>Quality Data Service; Accurint - for tracking delinquents; Corp mailing services; DM<br>ADP charges | 10,300<br>26,330<br>33,000 |
| 01105 2015 LEGAL ADVERTISING      | 18,000         | Legal notices for all departments; Town meetings; public hearing; job postings; bid notices; etc   | 18,000                     |
| 01105 2016 POSTAGE                | 61,400         | Town wide postage.   | 61,400                     |

# SELECTMEN OTHER - BUDGET JUSTIFICATION

| Account                       | Budget Request | Justification   | Itemized Budgeted Amount  |
|-------------------------------|----------------|---|---|
| 01105 2024 COPIERS            | 38,100         | <p>Toner</p> <p>Assessor</p> <p>Fairfield Hills</p> <p>Fire Marshal</p> <p>First Selectman</p> <p>Land Use</p> <p>Parks &amp; Rec</p> <p>Police</p> <p>Probate office</p> <p>Public Works</p> <p>Registrars</p> <p>Senior Center</p> <p>Tax Collector</p> <p>Town Clerk</p>   | <p>2,000</p> <p>4,100</p> <p>1,000</p> <p>3,260</p> <p>4,800</p> <p>3,850</p> <p>3,410</p> <p>3,650</p> <p>1,000</p> <p>3,300</p> <p>1,000</p> <p>1,200</p> <p>1,800</p> <p>3,730</p> <p>38,100</p> |
| 01105 3051 REPAIR/MAINTENANCE | 10,000         | <p>MAINTENANCE AND REPAIR OF EQUIPMENT:</p> <p>Assessor</p> <p>Building</p> <p>Senior Services</p> <p>Communications</p> <p>Finance</p> <p>Fire Marshal</p> <p>First Selectman</p> <p>Land Use</p> <p>Parks &amp; Rec.</p> <p>Police</p> <p>Public Works</p> <p>Registrars</p> <p>Tax Collector</p> <p>Town Clerk</p> <p>Adv. Comp. tech. ann. Serv. \$720/maint. \$3,500</p> <p>ann mtn. contra for risograph,</p> | <p>3,400</p> <p>150</p> <p>150</p> <p>500</p> <p>300</p> <p>500</p> <p>250</p> <p>400</p> <p>900</p> <p>300</p> <p>400</p> <p>750</p> <p>200</p> <p>1,800</p> <p>10,000</p>                         |

140 TAX COLLECTOR

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Tax Collector's Office is responsible for processing approximately 45,000 Real Estate, Personal Property, Motor Vehicle and Motor Vehicle Supplemental Tax Bills. We also process 1,000 annual sewer assessment bills and approx. 1,100 quarterly sewer usage bills. The tax office staff also processes approx. 660 bi-annual applications for the Senior Tax and Totally Disabled Benefit Program which is a cost to the Town of Newtown of approximately \$1,222,910.00. I am requesting an increase in the funding for the Senior Tax Benefit to \$1,260,000.00. Due to the number of new applications we had to prorate the benefit amount each applicant received and this increase would cover the cost of new additional applicants to the program also. This Program has been very beneficial to the Seniors as it has helped them continue to reside in their homes therefore reducing the monies being spent on per pupil education costs.

BUDGET COMMENTARY

The Tax Collector's budget is more than 99% wages & salaries. The reduction in the Travel and Dues account is because all of the employees in the Tax Office have received their certification in Tax Collection courses and will not be attending classes and I will not be attending the Northeastern Regional Tax Collector Conference.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

The collection rate for the past few years has been approximately 99.18%. We have added a year end sewer usage final posted rate book for the auditors. A remote deposit capture machine has been installed in the office which scans checks and immediately deposits them in to the Town's checking account. An ATM machine has been installed also which has helped to improve customer service.

|                          | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                          |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01140 1001 TAX COLLECTOR | 62,819              | 62,818              | 62,819                         | 62,819                           | 62,819           | 62,819                            |                                    |                                   |
| 01140 1002 CLERICAL      | 123,734             | 124,443             | 128,996                        | 128,996                          | 131,098          | 131,098                           |                                    |                                   |
| 01140 2014 TRAVEL & DUES | 746                 | 744                 | 950                            | 950                              | 450              | 450                               |                                    |                                   |
| 01140 5080 CAPITAL       | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL TAX COLLECTOR      | 187,299             | 188,005             | 192,765                        | 192,765                          | 194,367          | 194,367                           | -                                  | -                                 |



# **TAX COLLECTOR - POSITION SCHEDULE**

| Account / Position Classification              | 2010 - 2011 Amended Budget | 2011 - 2012 Requested Budget | 2010 - 2011 Amended Budget | 2011 - 2012 Requested Budget | Increase / (Decrease) |
|--|----------------------------|------------------------------|----------------------------|------------------------------|-----------------------|
|  | Authorized Positions       | Requested Positions          | Budget Amount              | Budget Request               | Positions             |
|  | Salary Step                | Salary Step                  |                            |                              | Budget                |
| 01140 1001 TAX COLLECTOR                       |                            |                              |                            |                              |                       |
| Tax Collector                                  | 1*                         | 1                            | 62,819                     | 62,819                       | 0                     |
| 01140 1002 CLERICAL                            |                            |                              |                            |                              |                       |
| Assistant Tax Collector***                     | 1                          | 1                            | 49,125                     | 49,985                       | 860                   |
| Bookkeeper / Data Entry***                     | 1                          | 1                            | 36,113                     | 36,745                       | 632                   |
| Bookkeeper / Data Entry***                     | 1                          | 1                            | 34,892                     | 35,502                       | 610                   |
| Assistant Collector for Sewers                 | 1**                        | 1                            | -                          | -                            | -                     |
| Part Time Summer Employee                      | 2                          |                              | 5,526                      | 5,526                        | -                     |
| Overtime for July & January Collection Periods | n/a                        | n/a                          | 3,340                      | 3,340                        | -                     |
|  |                            |                              | 128,996                    | 131,098                      | 2,102                 |

\* salary = 72,827 less 10,008 charged to sewer fund

\*\* salary of 25,555 is charged 100% to sewer fund

\*\*\* town hall employees receives a 1.75% wage increase per contract.

# TAX COLLECTOR - BUDGET JUSTIFICATION

| Account                  | Department<br>Budget<br>Request | Justification  | Itemized<br>Budgeted<br>Amount |
|--------------------------|---------------------------------|--|--------------------------------|
| 01140 2014 TRAVEL & DUES | 450                             | FEES FOR DUES FOR STATE AND FAIRFIELD COUNTY ASSOCIATIONS<br>FEES FOR MEETINGS FOR STATE AND FAIRFIELD COUNTY ASSOCIATIONS<br>2 YEAR SUBSCRIPTION<br>FOR NEWTOWN BEE | 380                            |
| 01140 5080 CAPITAL       | -                               |  | 70                             |
|                          |                                 |  | 450                            |
|                          |                                 |  | -                              |

**160 PROBATE COURT**

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

In their 300-year history, the probate courts have often been called "neighborhood courts" because of their informality and accessibility. The courts were also known as "family courts" because, in addition to overseeing decedents' estates and trusts, they handle a wide range of sensitive issues affecting children, the elderly, persons with mental retardation, and persons with psychiatric disabilities.

As of January 2011 the probate court system has been consolidated into district probate courts.

**BUDGET COMMENTARY**

Newtown is part of the Northern Fairfield County Probate Court. The Town will now contribute a calculated amount to the system to fund supplies and other operating items.

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

|                        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                        |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01160 2011 SUPPLIES    | 3,094               | 3,408               | 3,550                          | 3,550                            | 6,860            | 6,860                             |                                    |                                   |
| 01160 3050 MAINTENANCE | 488                 | -                   | 500                            | 500                              | -                | -                                 |                                    |                                   |
| 01160 5080 CAPITAL     | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL PROBATE COURT    | 3,582               | 3,408               | 4,050                          | 4,050                            | 6,860            | 6,860                             | -                                  | -                                 |

**PROBATE COURT - BUDGET JUSTIFICATION**

| <b>Account</b>         |                           | <b>Justification</b>   |                          |
|------------------------|---------------------------|--|--------------------------|
| Account                | Department Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01160 2011 SUPPLIES    | 6,860                     | Amount requested to fund Northern Fairfield County Probate Court system. | 6,860                    |
| 01160 3050 MAINTENANCE | -                         |  | 6,860                    |
| 01160 5080 CAPITAL     | -                         |  | -                        |
|                        |                           |  | -                        |
|                        |                           |  |                          |

170 TOWN CLERK

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Recording and custody of land records including maps, Receive and issue certified copies of Birth, Death and Marriage certificates, Post agendas and minutes of all boards and commissions, Issue dog, liquor licenses, notary services, issue absentee ballots for all Elections and Referendums, produce Annual Report for press and Who's Who guide, first responder to all questions either by phone or in-person by the public. In total the Town Clerk's office is mandated to perform over 500 duties. An entire list can be produced if requested.

BUDGET COMMENTARY

Budget has remained the same as prior year.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Prior accomplishments have been the continuation of scanning land records prior to 1995 for public printing. The install of software for indexing Vital statistics one Assistant Town Clerk's desktop and added software programs for indexing land records at two Assistants desktop. Software install of the CVRS State System, Connecticut Voter Registration System (CVRS) to streamline voter registration, protect voter rights, and prevent voter fraud. Still indexing maps, approximately 500 are completed. Goals for 2011-2012 are to inspect stored microfilm for any signs of deterioration and move into one location. To upgrade indexing software to latest version in preparation for e-recording portal in which banks can electronically send documents.  
The maintenance and updating of our Town website is a daily operation that has increased due to the statute requirements issued by the Freedom Of Information Commission regarding the posting of agendas and minutes for all boards, committees and task forces. We are in the process of an entire update of our website to keep up with the demand for information from the public in addition to making it more user-friendly.

|                                  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>170 TOWN CLERK</b>            |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01170 1001 TOWN CLERK            | 64,770              | 65,710              | 65,710                         | 65,710                           | 65,710           | 65,710                            |                                    |                                   |
| 01170 1002 ASSISTANT TOWN CLERKS | 102,077             | 100,826             | 99,979                         | 99,979                           | 101,728          | 101,728                           |                                    |                                   |
| 01170 2015 DUES                  | 2,700               | 2,636               | 3,000                          | 3,000                            | 3,000            | 3,000                             |                                    |                                   |
| 01170 2025 ELECTIONS             | 1,700               | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01170 2026 INDEXING              | 66,293              | 41,353              | 47,500                         | 47,500                           | 47,500           | 47,500                            |                                    |                                   |
| 01170 2028 VITAL STATISTICS      | 392                 | 450                 | 1,200                          | 1,200                            | 1,200            | 1,200                             |                                    |                                   |
| 01170 4003 ANNUAL REPORT         | 5,452               | 1,996               | 2,500                          | 2,500                            | 2,500            | 2,500                             |                                    |                                   |
| 01170 5080 CAPITAL               | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL TOWN CLERK                 | 243,384             | 212,971             | 219,889                        | 219,889                          | 221,638          | 221,638                           | -                                  | -                                 |

| TOWN CLERK - POSITION SCHEDULE    |                                  |                          |                            |                                 |                            |                               |                       |
|-----------------------------------|----------------------------------|--------------------------|----------------------------|---------------------------------|----------------------------|-------------------------------|-----------------------|
| Account / Position Classification | 2010 - 2011 Authorized Positions | 2011 Amended Salary Step | 2011 Amended Budget Amount | 2011 - 2012 Requested Positions | 2012 Requested Salary Step | 2012 Requested Budget Request | Increase / (Decrease) |
| 01170 1001 TOWN CLERK             |                                  |                          |                            |                                 |                            |                               |                       |
| Town Clerk                        | 1                                | n/a                      | 65,710                     | 1                               | n/a                        | 65,710                        | -                     |
| 01170 1002 ASSISTANT TOWN CLERKS  |                                  |                          |                            |                                 |                            |                               |                       |
| Assistant Town Clerk ***          | 3                                | n/a                      | 99,979                     | 3                               | n/a                        | 101,728                       | 1,749                 |
|                                   |                                  |                          | 99,979                     |                                 |                            | 101,728                       | 1,749                 |

\*\*\* town hall employees receives a 1.75% wage increase per contract.



## TOWN CLERK - BUDGET JUSTIFICATION

| Account                     | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount |
|-----------------------------|---------------------------|---|--------------------------|
| 01170 2015 DUES             | 3,000                     | Classes for two clerks, 6 modules per year.<br>Yearly dues , for CT Town Clerks Assoc, New England Clerks Assoc, International Clerks Assoc<br>2 Conferences, attendance required per Statute and continuing education at Institute in New Hampshire for next level of certification for Town Clerk | 3,000                    |
| 01170 2025 ELECTIONS        | -                         | Activity is now found in Registrars budget  | 3,000<br>-               |
| 01170 2026 INDEXING         | 47,500                    | monthly fees, supplies, index printing by vendor  | 47,500                   |
| 01170 2028 VITAL STATISTICS | 1,200                     | yearly fees due to other towns for recording of marriage, birth and certificates  | 47,500<br>1,200          |
|                             |                           |   | 1,200                    |

**TOWN CLERK - BUDGET JUSTIFICATION**

| <b>Account</b>           |                | <b>Justification</b>         |                          |
|--------------------------|----------------|------------------------------|--------------------------|
| Account                  | Budget Request | Item(s) / Description        | Itemized Budgeted Amount |
| 01170 4003 ANNUAL REPORT | 2,500          | approximate cost of printing | 2,500                    |
| 01170 5080 CAPITAL       | -              |                              | 2,500                    |
|                          |                |                              | -                        |

## 180 REGISTRARS

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Registrar's are responsible for all elections and referenda in the Town of Newtown. This includes:

- 1) Maintaining accurate voting lists. State law requires us to do an annual canvass between January and June each year. This is an in depth check of our lists to help determine those voters that have moved. This is done in conjunction with the National Change of Address.
- 2) Remain current on legislation and regulations. We attend two conferences annually. The conferences are arranged by the Registrar of Voters Association of Connecticut and provide the training needed to stay current on election laws. Classes are conducted by both the Secretary of State office and ROVAC (Registrar of Voters Association of Connecticut).
- 3) Our department is responsible for voter outreach and voter education. In 2010, there were mock elections held at Head O' Meadow School and Newtown High School.

### BUDGET COMMENTARY

We are in the process of streamlining our election staff. This is possible due to the retirement of our clerical staff. We are adding election duties to office staff duties in an attempt to increase efficiencies. The tabulator voting system has been around long enough to have guidelines established. We are trying to be creative while staying legal and efficient. This practice will continue at every opportunity. There are a few changes in stipends (a few increases and a few decreases) for our poll workers - do to the reassessment of responsibilities. We have removed the dinners for our poll workers from our budget. By doing this there is no increase to our overall cost.

There is no entry for Primaries, additional Referendums, recounts or state mandated audits. These things are only possibilities and we have been instructed to leave them out. If any of them occur the money will have to come out of contingency funds.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Investigate options for opportunities to increase efficiencies and reduce cost for elections. This is being done while keeping in mind the need for fair, honest, accurate and legal elections. Maintain up to date, accurate voter information. Maintain a high level of training and election law awareness. Look for additional opportunities for voter outreach and voter education.

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**180 REGISTRARS**  
 -----

|                                  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01180 1001 REGISTRARS            | 56,432              | 56,439              | 56,439                         | 56,439                           | 56,439           | 56,439                            |                                    |                                   |
| 01180 1002 DEP. REGISTRARS/CLERK | 17,537              | 10,366              | 18,025                         | 18,025                           | 18,025           | 18,025                            |                                    |                                   |
| 01180 1004 TYPIST-CANVASS CARDS  | 800                 | 795                 | 800                            | 800                              | 800              | 800                               |                                    |                                   |
| 01180 1005 REFERENDA             | 20,013              | 23,334              | 11,200                         | 11,200                           | 11,200           | 11,200                            |                                    |                                   |
| 01180 1006 PRIMARIES             | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01180 1007 ELECTION WORKERS      | 40,752              | 26,872              | 21,225                         | 21,225                           | 21,225           | 21,225                            |                                    |                                   |
| 01180 1009 MACHINE EXAMINER      | -                   | -                   | 2,000                          | 2,000                            | 2,000            | 2,000                             |                                    |                                   |
| 01180 2014 EDUCATION & TRAINING  | 2,758               | 2,508               | 4,600                          | 4,600                            | 4,600            | 4,600                             |                                    |                                   |
| 01180 2015 DUES                  | 100                 | 100                 | 100                            | 100                              | 100              | 100                               |                                    |                                   |
| TOTAL REGISTRARS                 | 138,391             | 120,414             | 114,389                        | 114,389                          | 114,389          | 114,389                           | -                                  | -                                 |

| REGISTRARS - POSITION SCHEDULE    |                             |                                     |                              |                                      |                       |               |                  |               |               |
|-----------------------------------|-----------------------------|-------------------------------------|------------------------------|--------------------------------------|-----------------------|---------------|------------------|---------------|---------------|
| Account / Position Classification | 2010 - 2011 Amended Budget  |                                     | 2011 - 2012 Requested Budget |                                      | Increase / (Decrease) |               |                  |               |               |
|                                   | <u>Authorized Positions</u> | <u>Salary Step</u><br>Budget Amount | <u>Requested Positions</u>   | <u>Salary Step</u><br>Budget Request | <u>Positions</u>      | <u>Budget</u> | <u>Positions</u> | <u>Budget</u> | <u>Budget</u> |
| 01180 1001 REGISTRARS             |                             |                                     |                              |                                      |                       |               |                  |               |               |
| Registrar                         | 2                           | n/a<br>56,439                       | 2                            | n/a<br>56,439                        | 0                     | -             |                  |               |               |
| 01180 1002 DEP. REGISTRARS/CLERK  |                             |                                     |                              |                                      |                       |               |                  |               |               |
| Clerk                             | 2                           | n/a<br>18,025                       | 2                            | n/a<br>18,025                        | 0                     | -             |                  |               |               |

# REGISTRARS - BUDGET JUSTIFICATION

| Account                         | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|---------------------------------|---------------------------------|--|--------------------------------|
| 01180 1004 TYPIST-CANVASS CARDS | 800                             | AMOUNT CONSISTENT WITH PRIOR YEARS   | 800                            |
| 01180 1005 REFERENDA            | 11,200                          | AMOUNT INCLUDED FOR THE REFERENDA<br><br>IF A SECOND REFERENDA IS NEEDED AN EQUAL AMOUNT WILL BE NEEDED. HISTORICALLY THIS HAS BEEN INCLUDED IN THE CALCULATION FOR CONTINGENCY.<br>(NOT INCLUDED IN BUDGET FIGURE)<br>SECOND REFERENDA  | 11,200                         |
| 01180 1006 PRIMARIES            | -                               | This has gone down due to reduced staffing for cost saving purposes.<br><br>PRIMARY COSTS HAVE HISTORICALLY BEEN CALCULATED IN CONTINGENCY:<br><br>PRIMARY FOR BOTH PARTIES 13,600<br>Second party primary 7,625<br>REDO BALLOTS/CARDS 5,750<br>AUDIT/RECOUNT 4,500<br><u>31,475</u>   | -                              |
| 01180 1007 ELECTION WORKERS     | 21,225                          | The second primary is less expensive due to the ability to share some costs i.e. phone and handcapped machine, manually labor for moving and set up as well as some election day workers<br><br>COSTS FOR ELECTION WORKERS<br><br>COSTS THAT HAVE BEEN HISTORICALLY ACCOUNTED FOR IN THE CONTINGENCY ACCOUNT (NOT INCLUDED IN THE ABOVE AMOUNT:<br>REDO BALLOTS/CARDS 6,525<br>AUDIT/RECOUNT 4,500<br><u>11,025</u><br><br>REDO OF BALLOTS AND MEMORY CARDS IS REQUIRED WHEN SOMEONE DROPS OUT OF THE RACE PRIOR TO ELECTION DAY.<br>AUDIT IS DONE BY RANDOM - ALL OF THE DISTRICTS IN THE STATE ARE PUT INTO A LOTTERY BY THE STATE AND ARE PICKED FOR AUDIT.<br><br>As stated on the first page we have reduced the number of workers to help with cost savings. | 21,225                         |
|                                 |                                 |  | 21,225                         |

# REGISTRARS - BUDGET JUSTIFICATION

| Account                         |                | Justification   |                          |
|---------------------------------|----------------|---|--------------------------|
| Account                         | Budget Request | Item(s) / Description   | Itemized Budgeted Amount |
| 01180 1009 MACHINE EXAMINER     | 2,000          | This is a contract for cleaning and maintenance of our voting machines. The price was negotiated by the state . This year's contract is \$200 per machine and we have 10  | 2,000                    |
| 01180 2014 EDUCATION & TRAINING | 4,600          | To cover the cost of spring and fall conferences which covers all the training we receive from the Secretary of State's office and ROVAC (Registrar of Voters Association of CT)<br>This also covers the cost of quarterly County meetings. | 4,600                    |
| 01180 2015 DUES                 | 100            | as in previous year - this entitles us to a discounted rate for training saving more than the dues  | 100                      |

190 TAX ASSESSOR

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Assessors Office is responsible for keeping the record ownership on each piece of property current, the compiling of all businesses responsible for their Personal Property and keeping the motor vehicle list up to date. The Assessors office is also responsible for administering the state homeowners and veterans programs.

BUDGET COMMENTARY

The Assessor's office is requesting a increase to fund personal property audits. This program pays for itself in additional taxes.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Some progress has been made with the unknown owner problem but budget restrictions have put a delay on solving the problem. We were able to employ the town historian and find owners to over 22 acres of property and put it back on the tax rolls. The town is required to do a revaluation for the Oct. 1 2012 Grand List and estimates are around \$300,000 to \$350,000.



|  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>190 TAX ASSESSOR</b>                  |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01190 1001 ASSESSOR                      | 62,891              | 67,500              | 67,500                         | 67,500                           | 67,500           | 67,500                            |                                    |                                   |
| 01190 1002 DEP ASSESSOR, DATA ENTRY CLEF | 127,170             | 137,508             | 141,250                        | 141,250                          | 143,723          | 143,723                           |                                    |                                   |
| 01190 2015 SCHOOL DUES, PUBLICATIONS     | 5,236               | 5,216               | 8,500                          | 8,500                            | 8,500            | 8,500                             |                                    |                                   |
| 01190 4061 FIELD SERVICE                 | -                   | -                   | 3,500                          | 3,500                            | 8,000            | 8,000                             |                                    |                                   |
| 01190 5080 CAPITAL                       | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL TAX ASSESSOR                       | 195,297             | 210,224             | 220,750                        | 220,750                          | 227,723          | 227,723                           | -                                  | -                                 |

# **TAX ASSESSOR - POSITION SCHEDULE**

| <u>Account / Position Classification</u>  | <u>2010 - 2011 Amended Budget</u> |                    |                      | <u>2011 - 2012 Requested Budget</u> |                    |                       | <u>Increase / (Decrease)</u> |               |
|---|-----------------------------------|--------------------|----------------------|-------------------------------------|--------------------|-----------------------|------------------------------|---------------|
|   | <u>Authorized Positions</u>       | <u>Salary Step</u> | <u>Budget Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u> | <u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| 01190 1001 ASSESSOR                       |                                   |                    |                      |                                     |                    |                       |                              |               |
| Assessor                                  | 1                                 | n/a                | 67,500               | 1                                   | n/a                | 67,500                | 0                            | -             |
| 01190 1002 DEP ASSESSOR, DATA ENTRY CLERK |                                   |                    |                      |                                     |                    |                       |                              |               |
| Deputy Assessor***                        | 1                                 | n/a                | 51,293               | 1                                   | n/a                | 52,191                | 0                            | 898           |
| Administrative Assistant***               | 1                                 | n/a                | 35,026               | 1                                   | n/a                | 35,639                | 0                            | 613           |
| Data Entry Clerk***                       | 1                                 | n/a                | 31,586               | 1                                   | n/a                | 32,139                | 0                            | 553           |
| Field Technician***                       | 1                                 | n/a                | 23,345               | 1                                   | n/a                | 23,754                | 0                            | 409           |
|   |                                   |                    | 141,250              |                                     |                    | 143,723               |                              | -             |
|   |                                   |                    |                      |                                     |                    |                       |                              | 2,473         |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

# TAX ASSESSOR - BUDGET JUSTIFICATION

| Account                             | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|-------------------------------------|---------------------------------|---|--------------------------------|
| 01190 2015 SCHOOL,DUES,PUBLICATIONS | 8,500                           | The State of Conn. requires that all certified assessors keep up with continuing education as part of their certification. The entire staff in the assessor's office has or is working towards this certification, therefore the entire staff needs to continue their education.  | 8,500                          |
| 01190 4061 FIELD SERVICE            | 8,000                           | Personal property audits, which the assessors office has been doing for a number of years. Typically brings in additional revenue and is expected to keep doing so  | 8,500                          |
|                                     |                                 | Private title searchers. For the 2007+ 2008 grand list year the Assessors Office had to make 7.7 million dollars in assessment changes due to UNKNOWN OWNERS. The town has over 80 of these parcels with revenue losses of approx. \$175,000 a year. This plan is one of the first attempts to locate some of the owners of these properties. This will be done by selecting some of the larger more valuable pieces of property , creating an RFP and allowing title searchers to bid on how much it will cost to locate the owners of some of these properties. I believe this is the most cost effective way to solve the mystery of some of these parcels | 5,000                          |
| 01190 5080 CAPITAL                  | -                               | None  | 3,000                          |
|                                     |                                 |   | 8,000                          |
|                                     |                                 |   | -                              |

200 FINANCE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Department of Finance is responsible for 1) budgeting - production of the annual budget document. The department provides guidance to town departments requiring assistance to prepare and submit their respective budgets; 2) cash management - responsible for the investing of Town funds; 3) accounts payable/payroll - responsible for the payment of all town expenditures to vendors and employees; 4) financial report preparation and accounting - prepares the annual Comprehensive Annual Financial Report. Maintains all general ledger postings for financial reporting; 5) debt administration - responsible for the annual issuance of debt as approved by the various boards. Works with a financial advisor and bond attorney in coordinating the preparation of the Official Statement and the sale of the debt instruments; 6) customer service - the finance department is a support department therefore the staff spends considerable time responding to the requests for information from other Town departments, boards & commissions and the public.

BUDGET COMMENTARY

The finance department budget is comprised of almost 99% wages and salaries. The technology maintenance account budget was amended in 2010-2011 to include a software license for CIP development software (\$2,025) and for financial forecasting software (\$1,495). The CIP software will have an annual license fee of 1,013 each year and the forecasting software will have a customer support fee of \$1,495 each year.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

An RFP was sent out in December 2010 for a study of municipal and education financial operations (among other areas). The result of this study will be reviewed and any recommendations will be started to be implemented in 2011-2012 and beyond.

New financial forecasting software was purchased in 2010-2011. This will enable the Town to look ahead ten years and forecast multiple models based on various parameters. Ten years of prior data will help in formulating the forecasting models.

New CIP software was purchased in 2010-2011. This was done to make the CIP development process more efficient. Departments can remotely enter their CIP requests into an access data base. This will also enable the creation of a final CIP document with less effort.

|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>200 FINANCE</b>                 |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01200 1001 FINANCIAL DIRECTOR      | 125,788             | 125,000             | 125,000                        | 125,000                          | 125,000          | 125,000                           |                                    |                                   |
| 01200 1002 CLERICAL                | 132,847             | 132,918             | 135,256                        | 135,246                          | 137,622          | 137,622                           |                                    |                                   |
| 01200 1003 ASST FINANCIAL DIRECTOR | 64,433              | 64,477              | 64,477                         | 64,477                           | 64,477           | 64,477                            |                                    |                                   |
| 01200 2014 TRAVEL                  | 562                 | 1,738               | 3,000                          | 3,000                            | 2,900            | 2,900                             |                                    |                                   |
| 01200 2015 SUBSCRIPTIONS           | 1,296               | 343                 | 480                            | 480                              | 375              | 375                               |                                    |                                   |
| 01200 2017 TECHNOLOGY MAINTENANCE  | 2,674               | 1,038               | 3,695                          | 3,695                            | 3,000            | 3,000                             |                                    |                                   |
| 01200 5080 CAPITAL                 | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL FINANCE                      | 327,599             | 325,514             | 331,908                        | 331,898                          | 333,374          | 333,374                           | -                                  | -                                 |

# FINANCE - POSITION SCHEDULE

| Account / Position Classification  | 2010 - 2011 Amended Budget |             | 2011 - 2012 Requested Budget |                  | Increase / (Decrease) |        |
|------------------------------------|----------------------------|-------------|------------------------------|------------------|-----------------------|--------|
|                                    | Authorized Positions       | Salary Step | Budget Amount                | Requested Budget | Positions             | Budget |
| 01200 1001 FINANCIAL DIRECTOR      |                            |             |                              |                  |                       |        |
| Finance Director                   | 1                          | n/a         | 125,000                      | 125,000          | 0                     | -      |
| 01200 1002 CLERICAL                |                            |             |                              |                  |                       |        |
| Accountant/Payroll *               | 1                          | n/a         | 55,865                       | 56,842           | 0                     | 977    |
| Accounts Payable Clerk ***         | 1                          | n/a         | 42,193                       | 42,931           | 0                     | 738    |
| Secretary ***                      | 1                          | n/a         | 37,198                       | 37,849           | 0                     | 651    |
|                                    |                            |             | 135,256                      | 137,622          |                       | 2,366  |
| 01200 1003 ASST FINANCIAL DIRECTOR |                            |             |                              |                  |                       |        |
| Assistant Finance Director **      | 1                          | n/a         | 64,477                       | 64,477           | 0                     | -      |

\* Salary = 59,602; 5% of salary is charged to the sewer fund  
 \*\* Salary = \$66,950; 4% of salary is charged to the sewer fund  
 \*\*\* town hall employees receives a 1.75% wage increase per contract.

# FINANCE - BUDGET JUSTIFICATION

| Account                           | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount      |
|-----------------------------------|---------------------------------|--|-------------------------------------|
| 01200 2014 DUES, TRAVEL, TRAINING | 2,900                           | PROFESSIONAL TRAINING:<br>GFOA DUES - STATE<br>GFOA DUES - NATIONAL<br>NATIONAL GFOA CONFERENCE<br>OTHER PROFESSIONAL DEVELOPMENT MEETINGS<br>GOVERNMENT FINANCE OFFICERS ASSOCIATION MEETINGS (ANNUAL & QTLY) | 150<br>400<br>2,000<br>100<br>250   |
| 01200 2015 SUBSCRIPTIONS          | 375                             | SUBSCRIPTIONS:<br>WALL STREET JOURNAL  | 2,900<br>375                        |
| 01200 2017 TECHNOLOGY MAINTENANCE | 3,000                           | FIXED ASSET SOFTWARE LICENSE<br>FINANCIAL FORECASTING SOFTWARE MAINTENANCE<br>CIP SOFTWARE LICENSE<br>OTHER  | 375<br>175<br>1,495<br>1,015<br>315 |
| 01200 5080 CAPITAL                | -                               |  | 3,000<br>-                          |

## 205 TECHNOLOGY DEPARTMENT

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Technology and Geographic Information Systems Department provides project management and technological as well as mapping support for all town departments, subcontractors, and the public. The technology side provides hardware and software help desk support as well as project management, vendor quotations, and purchasing. With computer aided technologies at the forefront of productivity enhancement, the technology department has implemented network security, VOIP, and connectivity between buildings. The backbone of which are routers, switches, firewalls, servers, and Virtual Private Networks. These network systems provide a means for geographically disconnected facilities to communicate and share information. Within this framework the Geographic Information System provides a central portal to query and maintain the town's various databases and data storehouses. The GIS has improved productivity and information sharing between departments and has provided map making support for the departments and the public. The department functions as the nerve cell for town administrative functions.

### BUDGET COMMENTARY

The FY2010-2011 budget the department continues to move to coordinate IT related purchases leveraging the town's buying power. This fiscal year the technology department is consolidating ink and toner purchasing. The inclusion of these items in the technology department budget has allowed the town to save money by obtaining bids for bulk purchases. Departments were asked to provide their requests directly to the technology department and have been itemized within the Capital section of the budget. The Technology Department continues to expand the town's investment in VOIP and municipally owned fiber-optic infrastructure. This expansion is responsible for a modest increase in the Maintenance and Capital line items. The town continues to review WAN provider options to provide optimal service at a fair price.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

The town Technology and GIS Department has had another busy year. Many complex projects were completed including server and computer deployment and software installation. Several computers were upgraded and redeployed in town departments replacing even older equipment and saving the town financially. These accomplishments include software upgrades at the Police Department, migration of the munis system to ASP, coordination of the IT infrastructure at the Municipal Center, development of a disaster redundancy solution for town data, the installation of ISCSI SAN's for data replication, and the extension of the VOIP system at DPW. During this same time period, the department handled GIS requests from the town departments, subcontractors, and the public. Within these requests the town's GIS data has been used for the management and marketing of the Fairfield Hills campus, grant requests, application review, public safety and road improvement projects. We hope to fully implement a town work order and permit management system and continually move empower individuals with work flow tools. The IT and GIS department continue to provide a portal for the decimation of digital information throughout the town.



|                                      | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01205 1001 TECHNOLOGY/GIS MANAGER    | 78,756              | 83,500              | 83,500                         | 83,500                           | 83,500           | 83,500                            |                                    |                                   |
| 01205 1002 TECHNOLOGY ADMINISTRATION | 85,373              | 59,575              | 92,725                         | 92,725                           | 93,282           | 93,282                            |                                    |                                   |
| 01205 2014 DUES, TRAVEL, TRAINING    | 1,765               | 658                 | 8,500                          | 8,500                            | 10,300           | 10,300                            |                                    |                                   |
| 01205 3050 MAINTENANCE               | 52,215              | 68,730              | 85,400                         | 85,400                           | 87,600           | 87,600                            |                                    |                                   |
| 01205 5080 CAPITAL                   | -                   | 36,086              | 31,400                         | 31,400                           | 38,500           | 38,500                            |                                    |                                   |
| TOTAL COMPUTER CENTER                | 218,108             | 248,549             | 301,525                        | 301,525                          | 313,182          | 313,182                           | -                                  | -                                 |

# **TECHNOLOGY DEPARTMENT - POSITION SCHEDULE**

| <u>Account / Position Classification</u> | <u>2010 - 2011 Amended Budget</u> |                    | <u>2011 - 2012 Requested Budget</u> |                            | <u>Increase / (Decrease)</u> |                       |
|--|-----------------------------------|--------------------|-------------------------------------|----------------------------|------------------------------|-----------------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u> | <u>Budget Amount</u>                | <u>Requested Positions</u> | <u>Salary Step</u>           | <u>Budget Request</u> |
| 01205 1001 TECHNOLOGY/GIS MANAGER        |                                   |                    |                                     |                            |                              |                       |
| GIS/TECH Director                        | 1                                 | n/a                | 83,500                              | 1                          | n/a                          | 83,500                |
|  |                                   |                    |                                     |                            | 0                            | -                     |
| 01205 1002 TECHNOLOGY ADMINISTRATION     |                                   |                    |                                     |                            |                              |                       |
| Technology Specialist                    | 1                                 | n/a                | 46,000                              | 1                          | n/a                          | 46,000                |
| GIS Software Specialist                  | 1                                 | n/a                | 41,200                              | 1                          | n/a                          | 41,200                |
| Secretary Support (5 hours per week)***  | n/a                               | n/a                | 5,525                               | n/a                        | n/a                          | 6,082                 |
|  |                                   |                    | 92,725                              |                            |                              | 93,282                |
|  |                                   |                    |                                     |                            |                              | 557                   |
|  |                                   |                    |                                     |                            |                              | 557                   |

\*\*\* BOE shared secretary

# TECHNOLOGY DEPARTMENT - BUDGET JUSTIFICATION

| Account                             | Department Budget Request | Justification  | Itemized Budgeted Amount   |
|-------------------------------------|---------------------------|--|--|
| 01205 2014 DUES, TRAVEL, & TRAINING | 10,300                    | <p>ESRI USERS GROUP CONFERENCE JULY 11-15, 2011</p> <p>EMPLOYEE MILEAGE REIMBURSEMENT</p> <p>TOWN EMPLOYEE OFFICE APPLICATION TRAINING-10 COUPONS</p> <p>MICROSOFT SERVER TRAINING-5 DAY TRAINING CLASS</p> <p>ESRI ARCGIS DESKTOP 10 TRAINING</p> <p>Increases in this line item are due to consolidation of town microsoft office training classes and the need to keep current on microsoft server operating systems. GIS &amp; MS Office training previously was held in the First Selectman's Non-Recurring account.</p>  | <p>3,500</p> <p>300</p> <p>2,500</p> <p>2,200</p> <p>1,800</p>   |
| 01205 3050 MAINTENANCE              | 87,600                    | <p>MAINTENANCE FOR RECTRAC-WEBTRAC-RISOGRAPH-SSL CERTIFICATE</p> <p>GIS AND GPS SOFTWARE AND HARDWARE MAINTENANCE</p> <p>TOWN EMAIL AND WEBMAIL SOLUTION</p> <p>WAN/WLAN/VPN/VOIP NETWORK SERVICES</p> <p>SYMANTEC BACKUP EXEC LICENSE MAINTENANCE</p> <p>CISCO SMARTNET SOFTWARE/HARDWARE MAINTENANCE</p> <p>NPD-DOUBLETAKE AVAILABILITY ANNUAL MAINTENANCE</p> <p>DELL WARRANTY PARTS DIRECT CERTIFICATION- 2 EMPLOYEES</p> <p>WORK ORDER/ONLINE GIS/PERMIT APPLICATION AND WEB PORTAL</p> <p>WEBSITE FEES (VIRTUAL TOWN HALL)-DOMAIN REGISTRATION</p> <p>MUNIS ACCOUNTING SYSTEM MAINTENANCE (ASP; REQ'S;GL)</p> <p>EXISTING HARDWARE OUT OF WARRANTY REPLACEMENT</p> <p>SEE ATTACHED</p> | <p>4,900</p> <p>14,500</p> <p>4,000</p> <p>9,600</p> <p>2,000</p> <p>8,300</p> <p>2,200</p> <p>400</p> <p>13,200</p> <p>4,000</p> <p>20,000</p> <p>4,500</p> <p>87,600</p> |
| 01205 5080 CAPITAL                  | 38,500                    | <p>LAND USE-PC FOR ZEO; LAPTOP FOR DEP. DIRECTOR</p> <p>LAND USE-1 TRIMBLE FIELD PC'S WITH GPS CAPABILITY</p> <p>POLICE-4 COMPUTERS FOR ADMIN-RECORDS-PATROL</p> <p>POLICE-QUICKBOOK LICENSE UPGRADE FOR ADMIN AND RECORDS</p> <p>SENIOR SERVICES-REPLACEMENT OF 2 EXISTING COMPUTERS</p> <p>IT-SINGLE MODE FIBER INSTALL BETWEEN MOC AND EOC***</p> <p>IT-MS OFFICE 2007 UPGRADE FOR 20 COMPUTERS</p> <p>LAND USE- LAPTOP REPLACEMENT FOR DEP. DIRECTOR</p> <p>SEE ATTACHED</p> <p>*** Fiber line to EOC bldg. will save \$7,200 in communications budget</p>   | <p>1,000</p> <p>3,600</p> <p>4,000</p> <p>500</p> <p>2,000</p> <p>10,000</p> <p>10,000</p> <p>6,000</p> <p>1,400</p> <p>38,500</p>   |

240 SOCIAL SECURITY

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

This department accounts for the Town's share of Federal Insurance Contributions Act (FICA) taxes (a payroll tax).

For 2011, the employer's share of the social security portion is 6.2% of gross compensation up to a limit of \$106,800 of compensation (resulting in a maximum tax of \$6,621.60 per employee). The employer's share of the Medicare portion is 1.45% of wages with no limit.

Total tax equals 7.65% of payroll (with a cap, per employee, on the social security portion)

This department also accounts for unemployment payments to the State of Connecticut.

BUDGET COMMENTARY

Increase is due to an increase in salaries

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

n/a

|                             | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-----------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                             |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01240 2001 UNEMPLOYMENT ACT | 28,987              | 10,617              | 15,000                         | 15,000                           | 15,000           | 15,000                            |                                    |                                   |
| 01240 2002 FICA             | 808,088             | 806,895             | 824,156                        | 824,156                          | 825,227          | 825,227                           |                                    |                                   |
| TOTAL SOCIAL SECURITY       | 837,075             | 817,512             | 839,156                        | 839,156                          | 840,227          | 840,227                           | -                                  | -                                 |

# **SOCIAL SECURITY - BUDGET JUSTIFICATION**

| Account                     | Department Budget Request | Justification<br>Item(s) / Description | Itemized Budgeted Amount             |
|-----------------------------|---------------------------|--|--------------------------------------|
| 01240 2001 UNEMPLOYMENT ACT | 15,000                    |  | 15,000                               |
| 01240 2002 FICA             | 825,227                   | SEE ATTACHED SCHEDULE FOR CALCULATION  | <div>15,000</div> <div>825,227</div> |
|                             |                           |  | <div>825,227</div>                   |

| <u>Dept.</u> | <u>Object</u> | <u>Union</u> | <u>Position Description</u>                            | <u>Positions</u> | 2011-2012<br><u>Request</u> | <u>Social Security</u> |
|--------------|---------------|--------------|--|------------------|-----------------------------|------------------------|
| 01100        | 1001          | nu           | First Selectman  | 1                | 97,333                      | 7,446                  |
| 01100        | 1002          | nu           | Executive Assistant                                    | 1                | 43,200                      | 3,305                  |
| 01100        | 1002          | nu           | Human Resources Administrator                          | 1                | 56,650                      | 4,334                  |
| 01140        | 1001          | nu           | Tax Collector, 72,827; 10,008 charged to sewer         | 1                | 62,819                      | 4,806                  |
| 01140        | 1002          | th           | Assistant Tax Collector                                | 1                | 49,985                      | 3,824                  |
| 01140        | 1002          | th           | Bookkeeper / Data Entry                                | 1                | 36,745                      | 2,811                  |
| 01140        | 1002          | th           | Bookkeeper / Data Entry                                | 1                | 35,502                      | 2,716                  |
| 01140        | 1002          | th           | Assistant Collector for Sewers                         | 1                | -                           | -                      |
| 01140        | 1002          | -            | Part Time Summer Employee                              | -                | 5,526                       | 423                    |
| 01140        | 1002          | -            | Overtime for July & January Collection Periods         | -                | 3,340                       | 256                    |
| 01170        | 1001          | nu           | Town Clerk   | 1                | 65,710                      | 5,027                  |
| 01170        | 1002          | th           | Assistant Town Clerk                                   | 3                | 101,728                     | 7,782                  |
| 01180        | 1001          | nu           | Registrar  | 2                | 56,439                      | 4,318                  |
| 01180        | 1002          | nu           | Clerk  | 2                | 18,025                      | 1,379                  |
| 01190        | 1001          | nu           | Assessor   | 1                | 67,500                      | 5,164                  |
| 01190        | 1002          | th           | Deputy Assessor  | 1                | 52,191                      | 3,993                  |
| 01190        | 1002          | th           | Administrative Assistant                               | 1                | 35,639                      | 2,726                  |
| 01190        | 1002          | th           | Data Entry Clerk                                       | 1                | 32,139                      | 2,459                  |
| 01190        | 1002          | th           | Field Technician                                       | 1                | 23,754                      | 1,817                  |
| 01200        | 1001          | nu           | Finance Director                                       | 1                | 125,000                     | 8,434                  |
| 01200        | 1002          | th           | Accountant/Payroll 57,711; 5% charged to sewer         | 1                | 56,842                      | 4,348                  |
| 01200        | 1002          | th           | Accounts Payable Clerk                                 | 1                | 42,931                      | 3,284                  |
| 01200        | 1002          | th           | Secretary  | 1                | 37,849                      | 2,895                  |
| 01200        | 1003          | nu           | Assistant Finance Director 66,950; 4% charged to sewer | 1                | 64,477                      | 4,932                  |
| 01205        | 1001          | nu           | GIS/TECH Director                                      | 1                | 83,500                      | 6,388                  |
| 01205        | 1002          | nu           | Technology Specialist                                  | 1                | 46,000                      | 3,519                  |
| 01205        | 1002          | nu           | GIS Software Specialist                                | 1                | 41,200                      | 3,152                  |
| 01205        | 1002          | -            | Secretary Support (5 hours per week)                   | -                | 6,082                       | 465                    |
| 01740        | 1003          | nu           | Community Development Director                         | 1                | 84,665                      | 6,477                  |
| 01300        | 1001          | nu           | Director of Emergency Communications                   | 1                | 65,000                      | 4,973                  |
| 01300        | 1001          | disp         | Emergency Telecommunicator                             | 10               | 425,690                     | 32,565                 |
| 01300        | 1001          | -            | Holiday Pay  | 9                | 34,200                      | 2,616                  |
| 01300        | 1001          | -            | Longevity  | 5                | 1,200                       | 92                     |
| 01300        | 1001          | -            | Incentives - EPD / Accreditation                       | 10               | 3,750                       | 287                    |
| 01300        | 1005          | -            | OVERTIME   | -                | 80,000                      | 6,120                  |
| 01310        | 1001          | nu           | Chief of Police  | -                | 99,397                      | 7,604                  |
| 01310        | 1002          | nu           | Captain  | 1                | 91,016                      | 6,963                  |
| 01310        | 1003          | pol          | Lieutenant   | 2                | 170,214                     | 13,021                 |
| 01310        | 1003          | pol          | Administrative Sergeant                                | 1                | 77,215                      | 5,907                  |
| 01310        | 1003          | pol          | Detective Sergeant                                     | 1                | 77,215                      | 5,907                  |

| <u>Dept.</u> | <u>Object</u> | <u>Union</u> | <u>Position Description</u>      | <u>Positions</u> | 2011-2012<br><u>Request</u> | <u>Social Security</u> |
|--------------|---------------|--------------|----------------------------------|------------------|-----------------------------|------------------------|
| 01310        | 1003          | pol          | Sergeant                         | 4                | 308,860                     | 23,628                 |
| 01310        | 1003          | pol          | Sergeant                         | 2                | 143,494                     | 10,977                 |
| 01310        | 1003          | pol          | Detective                        | 3                | 200,427                     | 15,333                 |
| 01310        | 1003          | pol          | SNTF Officer                     | 1                | 66,809                      | 5,111                  |
| 01310        | 1003          | pol          | SR Officer                       | 2                | 133,618                     | 10,222                 |
| 01310        | 1003          | pol          | Youth Officer                    | 1                | 66,809                      | 5,111                  |
| 01310        | 1003          | pol          | Officer                          | 17               | 1,135,753                   | 86,885                 |
| 01310        | 1003          | pol          | Officer                          | 4                | 248,668                     | 19,023                 |
| 01310        | 1003          | pol          | Officer                          | 5                | 291,160                     | 22,274                 |
| 01310        | 1003          | pol          | Officer                          | 1                | 48,092                      | 3,679                  |
| 01310        | 1003          | -            | Longevity                        | 33               | 13,100                      | 1,002                  |
| 01310        | 1003          | -            | Degree Incentive                 | 26               | 15,700                      | 1,201                  |
| 01310        | 1003          | -            | Holiday                          | -                | 106,000                     | 8,109                  |
| 01310        | 1003          | -            | Premium Pay                      | 9                | 12,250                      | 937                    |
| 01310        | 1004          | nu           | Executive Assistant              | 1                | 44,134                      | 3,376                  |
| 01310        | 1004          | disp         | Records Manager                  | 1                | 51,714                      | 3,956                  |
| 01310        | 1004          | disp         | Administrative Assistant         | 1                | 41,867                      | 3,203                  |
| 01310        | 1004          | disp         | A/R Bookkeeper                   | 1                | 39,117                      | 2,992                  |
| 01310        | 1004          | disp         | Office Assistant                 | 1                | 35,841                      | 2,742                  |
| 01310        | 1004          | -            | Longevity                        | -                | 650                         | 50                     |
| 01310        | 1005          | -            | POLICE OVERTIME                  | -                | 150,000                     | 11,475                 |
| 01310        | 1007          | -            | Part Time Traffic Guard          | 2                | 17,458                      | 1,336                  |
| 01320        | 1001          | nu           | Fire Marshall                    | 1                | 65,722                      | 5,028                  |
| 01320        | 1001          | nu           | Assistant Fire Marshall          | 1                | 41,576                      | 3,181                  |
| 01320        | 1001          | nu           | Part Time Deputy Fire Marshall   | 3                | 30,700                      | 2,349                  |
| 01320        | 1005          | th           | Secretary                        | 1                | 37,149                      | 2,842                  |
| 01330        | 1006          | -            | Part Time Director               | 1                | 6,000                       | 459                    |
| 01330        | 1006          | -            | Part Time Deputy Director        | 2                | 3,750                       | 287                    |
| 01340        | 1001          | nu           | Municipal Animal Control Officer | 1                | 43,948                      | 3,362                  |
| 01340        | 1001          | th           | Kennel Attendant                 | 1                | -                           | -                      |
| 01340        | 1001          | -            | Assistant Animal Control Officer | 2                | 58,626                      | 4,485                  |
| 01340        | 1001          | -            | Part Time Animal Control Officer | 0                | -                           | -                      |
| 01340        | 1001          | -            | Part Time Kennel Attendant       | 1                | 5,460                       | 418                    |
| 01460        | 1001          | nu           | Building Official                | 1                | 70,000                      | 5,355                  |
| 01460        | 1002          | th           | Administrative Assistant         | 1                | 38,016                      | 2,908                  |
| 01460        | 1003          | th           | Assistant Building Inspector     | 3                | 115,260                     | 8,817                  |
| 01460        | 1005          | th           | Secretary                        | 1                | 32,076                      | 2,454                  |
| 01500        | 1001          | nu           | Public Works Director            | 1                | 97,224                      | 7,438                  |
| 01500        | 1002          | nu           | Deputy PW Director/Asst Engineer | 1                | 78,121                      | 5,976                  |
| 01500        | 1002          | th           | Operations Manager               | 1                | 74,505                      | 5,700                  |



| <u>Dept.</u> | <u>Object</u> | <u>Union</u> | <u>Position Description</u>          | <u>2011-2012</u><br><u>Positions</u> | <u>Request</u> | <u>Social Security</u> |
|--------------|---------------|--------------|--------------------------------------|--------------------------------------|----------------|------------------------|
| 01500        | 1002          | th           | Fleet & Facility Manager             | 1                                    | 69,127         | 5,288                  |
| 01500        | 1002          | th           | Administrator                        | 1                                    | 40,986         | 3,135                  |
| 01500        | 1002          | th           | Assistant Administrator              | 1                                    | 34,277         | 2,622                  |
| 01500        | 1002          | nu           | Town Engineer                        | 1                                    | 108,008        | 8,188                  |
| 01500        | 1003          | hwy          | Master Mechanic                      | 1                                    | 60,254         | 4,609                  |
| 01500        | 1003          | hwy          | Mechanic                             | 3                                    | 165,206        | 12,638                 |
| 01500        | 1003          | hwy          | Crew Chief                           | 4                                    | 220,783        | 16,890                 |
| 01500        | 1003          | hwy          | Leadman                              | 4                                    | 216,382        | 16,553                 |
| 01500        | 1003          | hwy          | Heavy Equipment Operator             | 4                                    | 211,979        | 16,216                 |
| 01500        | 1003          | hwy          | Tool Crib Manager                    | 1                                    | 52,995         | 4,054                  |
| 01500        | 1003          | hwy          | Truck Driver                         | 15                                   | 768,888        | 58,820                 |
| 01500        | 1003          | hwy          | Yardman                              | 1                                    | 54,095         | 4,138                  |
| 01500        | 1003          | -            | Payment out of Classification        | -                                    | 3,000          | 230                    |
| 01500        | 1003          | -            | Stipend Pay on Call & Bucket Truck   | -                                    | 5,700          | 436                    |
| 01500        | 1004          | -            | OVERTIME                             | -                                    | 45,000         | 3,443                  |
| 01500        | 1006          | -            | BENEFITS                             | -                                    | 50,833         | 3,889                  |
| 01510        | 1003          | -            | OVERTIME                             | -                                    | 160,000        | 12,240                 |
| 01515        | 1002          | hwy          | Operator                             | 1                                    | 54,095         | 4,138                  |
| 01515        | 1002          | hwy          | Attendant                            | 2                                    | 102,519        | 7,843                  |
| 01515        | 1003          |              | OVERTIME                             | -                                    | 11,000         | 842                    |
| 01515        | 1006          |              | BENEFITS                             | -                                    | 4,700          | 360                    |
| 01650        | 1001          | th           | Head Maintainer                      | 1                                    | 51,084         | 3,908                  |
| 01650        | 1001          | th           | Maintainer                           | 2                                    | 85,840         | 6,567                  |
| 01650        | 1004          |              | OVERTIME                             | -                                    | 11,420         | 874                    |
| 01650        | 1006          |              | BENEFITS                             | -                                    | 975            | 75                     |
| 01110        | 1001          | nu           | Director of Human Services           | 1                                    | 51,389         | 3,931                  |
| 01110        | 1002          | th           | Secretary                            | 1                                    | 29,640         | 2,267                  |
| 01220        | 1001          | nu           | Senior Services Director             | 1                                    | 51,389         | 3,931                  |
| 01220        | 1001          | th           | Assistant                            | 1                                    | 30,785         | 2,355                  |
| 01220        | 1001          | th           | Senior Aide                          | 1                                    | 28,194         | 2,157                  |
| 01220        | 1001          | -            | Part Time Van Driver                 | 1                                    | 7,904          | 605                    |
| 01490        | 1001          | nu           | Land Use Director                    | 1                                    | 74,675         | 5,713                  |
| 01490        | 1002          | nu           | Deputy Director                      | 1                                    | 69,525         | 5,319                  |
| 01490        | 1002          | nu           | Zoning Liaison Officer               | 1                                    | 29,620         | 2,266                  |
| 01490        | 1002          | th           | Zoning Enforcement Officer           | 1                                    | 57,725         | 4,416                  |
| 01490        | 1002          | th           | Conservation Official                | 1                                    | 49,469         | 3,784                  |
| 01490        | 1002          | th           | Administrative Assistant             | 1                                    | 40,688         | 3,113                  |
| 01490        | 1002          | th           | Secretary                            | 1                                    | 32,084         | 2,454                  |
| 01490        | 1002          | -            | Part Time Zoning Enforcement Officer | 1                                    | 19,000         | 1,454                  |
| 01490        | 1004          | -            | Seasonal Court Stenographer          | -                                    | 3,000          | 230                    |

| <u>Dept.</u> | <u>Object</u> | <u>Union</u> | <u>Position Description</u>      | <u>Positions</u> | <u>2011-2012 Request</u> | <u>Social Security</u> |
|--------------|---------------|--------------|----------------------------------|------------------|--------------------------|------------------------|
| 01550        | 1001          | nu           | Director of Parks & Recreation   | 1                | 67,000                   | 5,126                  |
| 01550        | 1002          | nu           | Assistant Director of Parks      | 1                | 63,000                   | 4,820                  |
| 01550        | 1002          | nu           | Assistant Director of Recreation | 1                | 49,431                   | 3,781                  |
| 01550        | 1002          | th           | Parks Operations Supervisor      | 1                | 48,382                   | 3,701                  |
| 01550        | 1002          | th           | Fields Operation Supervisor      | 1                | 53,320                   | 4,079                  |
| 01550        | 1002          | th           | Administrative Assistant         | 1                | 43,179                   | 3,303                  |
| 01550        | 1002          | th           | Secretary                        | 1                | 32,374                   | 2,477                  |
| 01550        | 1002          | th           | Part Time Clerical               | 1                | 18,049                   | 1,381                  |
| 01550        | 1003          | -            | Park Maintainer Overtime         | -                | 53,282                   | 4,076                  |
| 01550        | 1004          | p & r        | Maintainer                       | 8                | 337,904                  | 25,850                 |
| 01550        | 1004          | p & r        | Mechanic                         | 1                | 43,120                   | 3,299                  |
| 01550        | 1004          | -            | On Call Stipends                 | -                | 3,900                    | 298                    |
| 01550        | 1005          | -            | Summer Day Camp Positions        | -                | 94,217                   | 7,208                  |
| 01550        | 1006          | -            | Life Guard                       | -                | 101,490                  | 7,764                  |
| 01550        | 1007          | -            | Rangers / Gate Attendants        | -                | 59,910                   | 4,583                  |
| 01550        | 1008          | -            | Part Time                        | -                | 21,900                   | 1,675                  |
| 01870        | 1002          | -            | P/T Administrative               | 1                | 21,000                   | 1,607                  |
|              |               |              |                                  |                  | 10,803,015               | 825,227                |

260 PENSION FUND

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Town contributes to three pension plans; (1) selectmen and board of education personnel, (2) police personnel and (3) elected officials. The first two plans are single employer, contributory, defined benefit pension plans. The elected officials plan is a single employer defined contribution pension plan. All three pension plans are included in the financial statements as one pension trust fund.

The Town contributes the recommended actuarially determined annual required contribution for the first two plans. The Town contributes 6% of each participant's compensation for the year for the elected officials plan.

Plan benefit and contribution requirements are established by plans amended and restated on January 1, 2003, for the selectmen and board of education personnel plan and January 1, 1986, for the police personnel and elected officials plans. The plan benefits and amendments are approved by the town council.

BUDGET COMMENTARY

The actuarially determined contribution level for the selectmen & board of education personnel and the police personnel plans increased 6.29% over the prior year. The reason for this increase is due mainly to the actual and expected actuarial losses on trust assets (due to the economic downturn).

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

|                                | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET    |                                   |                                    |                                   |
|--------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|---------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                |                     |                     |                                |                                  | DEPT.<br>REQUEST    | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 260 PENSION FUND               |                     |                     |                                |                                  |                     |                                   |                                    |                                   |
| 01260 2001 TOWN & POLICE PLAN  | 423,195             | 535,111             | 767,330                        | 767,330                          | 815,615             | 815,615                           |                                    |                                   |
| 01260 2002 ELECTED OFFICIALS   | 15,512              | 15,654              | 15,774                         | 15,774                           | 15,774              | 15,774                            |                                    |                                   |
| 01260 2011 SERVICES & SUPPLIES | 22,488              | 21,985              | 23,000                         | 23,000                           | 23,000 <sup>*</sup> | 23,000                            |                                    |                                   |
| TOTAL PENSION FUND             | 461,195             | 572,750             | 806,104                        | 806,104                          | 854,389             | 854,389                           | -                                  | -                                 |

# PENSION FUND - BUDGET JUSTIFICATION

| Account                       |                           | Justification  |  | Itemized Budgeted Amount |
|-------------------------------|---------------------------|--|--|--------------------------|
| Account                       | Department Budget Request | Item(s) / Description  |  |                          |
| 01260 2001 TOWN & POLICE PLAN | 815,615                   | SELECTMEN & BOARD OF EDUCATION PERSONNEL PLAN - REQUIRED ANNUAL CONTRIBUTION (ARC) - PER THE ANNUAL VALUATION REPORT, AS OF JULY 1, 2010, PREPARED BY T R PAUL, INC. MUNICIPAL PORTION<br><br>POLICE PERSONNEL PLAN - REQUIRED ANNUAL CONTRIBUTION - PER THE ANNUAL VALUATION REPORT, AS OF JULY 1, 2010, PREPARED BY T R PAUL, INC.<br><br>EDUCATION ARC = 386,163 (in the Education budget)  |  | 313,102<br><br>502,513   |
| 01260 2002 ELECTED OFFICIALS  | 15,774                    | TWO ELECTED OFFICIALS AND TWO "AT WILL" EMPLOYEES COVERED BY THE ELECTED OFFICIALS PLAN:<br><br>POSITION                      ANNUAL COMPENSATION                      6% TOWN CONTRIBUTION<br><br>SELECTMAN                      97,333                      5,840<br>TOWN CLERK                      65,710                      3,943<br>SELECTMAN'S SECRETARY                      43,200                      2,592<br>PERSONNEL ADMINISTRATOR                      56,650                      3,399<br> |  |                          |



14 Commerce Road • Newtown, Connecticut 06470-5508 • (800) 678-8161 • FAX (203) 270-0927

November 9, 2010

The Honorable Patricia Llodra  
TOWN OF NEWTOWN  
Edmond Town Hall  
45 Main Street  
Newtown, CT 06470

Re: Town of Newtown Pension Plan - Selectmen and  
Board of Education Personnel & Elected Officials Pension Plan  
Our File No. 2823

Dear First Selectman Llodra:

We are pleased to present your Annual Valuation Report as of July 1, 2010. Again this year we have separated the report into two sections, with Part I containing the general calculations and disclosures, and Part II covering the individual participants benefit data.

For the 2011-12 Fiscal Year of the Town, our recommended contribution is as follows:

| As of July 1, 2011:        | <u>Recommended</u> |
|----------------------------|--------------------|
| Selectmen                  | \$313,102          |
| Police (see separate rpt.) | <u>502,513</u>     |
| Total Town of Newtown      | \$815,615          |
| Board of Education:        | \$386,163          |


If the deposits are to be made substantially later than July 1, 2011, interest at 8% per annum should be added.

Please see the General Comments section of the valuation report for information regarding changes in the plan's contribution requirements.

At the end of the report is the information on the Elected Officials Pension Plan.

Please let me know if you have any questions or comments concerning this report.

Sincerely,

  
David G. Leonard, A.S.A.  
Account Executive

cc: Tom Murtha (8 copies)  
Robert Tate

## 270 EMPLOYEE BENEFITS

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

This department accounts for the following employee benefits:

- \* Medical insurance
  - \* Life insurance
  - \* Long term disability insurance
  - \* Payments in lieu of medical coverage
  - \* Contributions to retiree health benefits fund
- Medical insurance amounts are net of employee cost share amounts.

### BUDGET COMMENTARY

The department name has changed from "Health Insurance" to "Employee Benefits" to reflect the actual nature of the department. In fiscal year 2009-2010 the department was split into six accounts:

1) Medical Benefits; 2) Agency Cost Share; 3) Life Insurance Benefits; 4) Long Term Disability Benefits; 5) OPEB Contributions; 6) Misc Benefits OPEB stands for "other post employment benefits" which in this case are retiree medical benefits mainly for retired police.

Life insurance and LTD are bid out, by agent, to obtain the best price.

Currently all personnel have the option to decline medical insurance with a payment of \$2,000 for non-union and \$1,000 for union (seven employees are currently taking this option).

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Negotiations always have on the table increases to employee medical co-pays and cost shares as a way to off set expensive medical insurance.

-----  
**270 EMPLOYEE BENEFITS**  
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|                                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                 |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01270 2001 MEDICAL BENEFITS     | 2,958,864           | 2,988,577           | 3,194,054                      | 3,194,054                        | 3,100,000        | 3,100,000                         |                                    |                                   |
| 01270 2002 AGENCY COST SHARE    | -                   | (218,701)           | (235,118)                      | (235,118)                        | -                | -                                 |                                    |                                   |
| 01270 2003 LIFE INSURANCE       | -                   | 29,920              | 41,942                         | 41,942                           | 45,000           | 45,000                            |                                    |                                   |
| 01270 2004 LONG TERM DISABILITY | -                   | 27,395              | 30,000                         | 30,000                           | 30,000           | 30,000                            |                                    |                                   |
| 01270 2005 OPEB CONTRIBUTION    | -                   | 150,000             | 166,000                        | 166,000                          | 100,000          | 100,000                           |                                    |                                   |
| 01270 2006 MISC. BENEFITS       | -                   | 26,465              | 27,500                         | 27,500                           | 27,500           | 27,500                            |                                    |                                   |
| TOTAL HEALTH INSURANCE          | 2,958,864           | 3,003,656           | 3,224,378                      | 3,224,378                        | 3,302,500        | 3,302,500                         | -                                  | -                                 |



## EMPLOYEE BENEFITS - BUDGET JUSTIFICATION

| Account                      |                           | Justification  |  | Itemized Budgeted Amount |
|------------------------------|---------------------------|--|--|--------------------------|
| Account                      | Department Budget Request | Item(s) / Description  |  |                          |
| 01270 2001 MEDICAL BENEFITS  | -                         | REQUIRED CONTRIBUTION TO THE SELF INSURANCE FUND<br><br>SEE ATTACHED   |  | -                        |
| 01271 2002 AGENCY COST SHARE | -                         | Account no longer used. Town went from a premium based plan to a self insured plan<br>Cost share is included in the calculation of the required contribution to the medica<br>self insurance fund. |  | -                        |
| 01272 2003 LIFE INSURANCE    | 45,000                    |  |  | 45,000                   |
|                              |                           |  |  | 45,000                   |

# **EMPLOYEE BENEFITS - BUDGET JUSTIFICATION**

| Account                         |                           | Justification   |                                      |
|---------------------------------|---------------------------|---|--------------------------------------|
| Account                         | Department Budget Request | Item(s) / Description   | Itemized Budgeted Amount             |
| 01273 2004 LONG TERM DISABILITY | 30,000                    |   | 30,000                               |
| 01274 2005 OPEB CONTRIBUTION    | 100,000                   | Other Post Employment Benefits (OPEB):<br><br>Actuary Annual Recommended Contribution (ARC) to OPEB Trust Fund    | 30,000<br><br>100,000                |
| 01275 2006 MISC. BENEFITS       | 27,500                    | Contributions to deferred compensation plan<br>Payments in lieu of medical insurance<br>Pre-employment screenings | 100,000<br>14,000<br>11,000<br>2,500 |
|                                 |                           |   | 27,500                               |

TOWN OF NEWTOWN  
MEDICAL SELF INSURANCE FUND ANALYSIS  
FISCAL YEAR 2010 - 2011  
(USING FIRST SIX MONTHS ACTUAL AND ESTIMATING LAST SIX MONTHS)

FUND BALANCE @ JULY 1, 2010

-

REVENUES

EMPLOYER CONTRIBUTIONS:

MUNICIPAL 2,958,936

EDUCATION 7,760,191

EMPLOYEE CONTRIBUTIONS:

MUNICIPAL 235,118

EDUCATION 1,444,989

RETIREE/COBRA CONTRIBUTIONS:

EDUCATION 524,771

INTEREST EARNED ON INVESTMENTS 6,000

TOTAL REVENUES

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12,930,005

EXPENSES

CLAIMS/NAF:

MUNICIPAL 3,016,628

EDUCATION 7,617,559

ADMINISTRATIVE FEES:

MUNICIPAL 209,000

EDUCATION 578,000

CONSULTANT FEES 50,000

TOTAL EXPENSES

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11,471,187

FUND BALANCE @ JUNE 30, 2011

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1,458,818

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**TOWN OF NEWTOWN  
MEDICAL SELF INSURANCE EXPENDITURES  
FOR THE SIX MONTHS ENDING DECEMBER, 2010**

|   | <u>EDUCATION SUMMARY</u> | <u>TOWN SUMMARY</u> | <u>TOTAL SUMMARY</u> |
|---|--------------------------|---------------------|----------------------|
| <b>JULY 2010</b>                            |                          |                     |                      |
| CLAIMS/NAF                                  | 122,595                  | 133,272             | 255,867              |
| ADMIN                                       | 46,601                   | 17,387              | 63,988               |
|   | <u>169,196</u>           | <u>150,660</u>      | <u>319,855</u>       |
| <b>AUGUST 2010</b>                          |                          |                     |                      |
| CLAIMS/NAF                                  | 801,249                  | 336,479             | 1,137,728            |
| ADMIN                                       | 46,291                   | 17,133              | 63,425               |
|   | <u>847,540</u>           | <u>353,612</u>      | <u>1,201,152</u>     |
| <b>SEPTEMBER 2010</b>                       |                          |                     |                      |
| CLAIMS/NAF                                  | 655,306                  | 198,468             | 853,774              |
| ADMIN                                       | 48,149                   | 17,303              | 65,452               |
|   | <u>703,455</u>           | <u>215,770</u>      | <u>919,225</u>       |
| <b>OCTOBER 2010</b>                         |                          |                     |                      |
| CLAIMS/NAF                                  | 643,778                  | 193,055             | 836,833              |
| ADMIN                                       | 48,536                   | 17,218              | 65,754               |
|   | <u>692,314</u>           | <u>210,273</u>      | <u>902,586</u>       |
| <b>NOVEMBER 2010</b>                        |                          |                     |                      |
| CLAIMS/NAF                                  | 606,973                  | 249,209             | 856,182              |
| ADMIN                                       | 48,149                   | 17,218              | 65,367               |
|   | <u>655,122</u>           | <u>266,427</u>      | <u>921,549</u>       |
| <b>DECEMBER 2010</b>                        |                          |                     |                      |
| CLAIMS/NAF                                  | 598,000 est.             | 247,000 est.        | 845,000              |
| ADMIN                                       | 48,149                   | 17,049              | 65,198               |
|   | <u>646,149</u>           | <u>264,049</u>      | <u>910,198</u>       |
| <br>AVG CLAIMS/NAF<br>SEP THRU DEC          | <br>626,014              | <br>221,933         | <br>847,947          |
| <br>AVG CLAIMS<br>DEC'08 THRU NOV'09        | <br>634,157              | <br>221,588         | <br>855,745          |
| <br>TOTAL CLAIMS/NAF<br>JULY'10 THRU DEC'10 | <br>3,427,901            | <br>1,357,483       | <br>4,785,384        |
| EST JAN'11 THRU JUN'11                      | 4,189,657                | 1,659,145           | 5,848,803            |
| (assuming 1st 6 mths = 45% of total)        |                          |                     |                      |
| TOTAL CLAIMS/NAF 2010/2011                  | <u>7,617,559</u>         | <u>3,016,628</u>    | <u>10,634,187</u>    |
| TOTAL ADMIN                                 | 578,000                  | 209,000             | 787,000              |
| TOTAL EXPENSES                              | <u>8,195,559</u>         | <u>3,225,628</u>    | <u>11,421,187</u>    |

**TOWN OF NEWTOWN**  
**EMPLOYEE MEDICAL ALLOCATION (PREMIUM) CO-PAYS**

| <u>UNION / GROUP</u>               | <u>CO-PAY (starting date &amp; contribution amount)</u> |                               |          |    |                    |    |
|------------------------------------|---|-------------------------------|----------|----|--------------------|----|
| Town Hall Employees                | 1/1/2011  | 8%                            | 1/1/2012 | 9% | 1/1/2013           | 9% |
| Public Works                       | 1/1/2011  | 6%                            | 1/1/2012 | 7% | 1/1/2013           | 8% |
| Parks & Recreation                 | 7/1/2010  | 9%                            |          |    |                    |    |
| Communications                     | 7/1/2008  | 83.42 (single per month)      |          |    | equivalent to 5%   |    |
|                                    |   | 89.92 (two person per month)  |          |    | equivalent to 6%   |    |
|                                    |   | 98.58 (family per month)      |          |    | equivalent to 12%  |    |
| Police                             | 7/1/2010  | 122.42 (single per month)     |          |    | equivalent to 20%  |    |
|                                    |   | 133.25 (two person per month) |          |    | equivalent to 10%  |    |
|                                    |   | 141.92 (family per month)     |          |    | equivalent to 7.5% |    |
| Department Heads & other non union |   | 10%                           |          |    |                    |    |
| Edmond Town Hall BOM               |   | 10% *                         |          |    |                    |    |
| Children's Adventure Center        |   | 28% *                         |          |    |                    |    |
| Youth & Family Services            |   | 39% *                         |          |    |                    |    |
| Health District                    |   | 10% *                         |          |    |                    |    |
| Library                            |   | 100% *                        |          |    |                    |    |

\* Co-pay amount = the amount paid to the town (town pays the premium)

## 280 PROFESSIONAL ORGANIZATIONS

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The **Housatonic Valley Council of Elected Officials (HVCEO)** is a voluntary regional coordinating body maintained by ten municipalities in western Connecticut. These are Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman.

The **Connecticut Conference of Municipalities** is Connecticut's statewide association of towns and cities. Its 144 member municipalities contain over 90 percent of the state's population. CCM represents municipalities at the General Assembly, before the State executive branch and regulatory agencies, and in the courts.

The **National League of Cities** is the oldest and largest national organization representing municipal governments throughout the United States. Its mission is to strengthen and promote cities as centers of opportunity, leadership, and governance.

**COST** is an advocacy organization committed to giving small towns a strong voice in the legislative process. Its members are Connecticut towns with populations of less than 30,000.

The **Regional Brownfield's Partnership (RBP)** oversees and conducts a range of assistance activities across a 25 town region for the identification, assessment and remediation of Brownfield's sites.

### BUDGET COMMENTARY

All professional association fees have stayed the same as prior year, resulting in a 0% budget increase.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

The **HVCEO** mission is to make the Housatonic Valley Region a better place to live, do business and visit thru coordinated planning and cooperative approaches.

**CCM** provides member cities and towns with a wide array of other services, including management assistance, individualized inquiry service, assistance in municipal labor relations, technical assistance and training, policy development, research and analysis, publications, information programs, and service programs such as workers' compensation, liability-automobile-property, risk management, energy cost containment, and revenue collection assistance.

Working in partnership with the 49 state municipal leagues, the **National League of Cities** serves as a resource to and an advocate for the more than 19,000 cities, villages, and towns it represents. More than 1,600 municipalities of all sizes pay dues to NLC and actively participate as leaders and voting members in the organization.

**COST** is a public-policy advocacy group that champions the cause of Connecticut's small towns in the Connecticut legislature and the U.S. Congress.

**APB** members are eligible to access funding from any of APB various programs, including EPA site assessment grants and economic development loans for investigation and remediation for both public and privately owned sites.

| 280 PROFESSIONAL ORGANIZATIONS       | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01280 0000 HVCEO                     | 17,123              | 17,123              | 17,123                         | 17,123                           | 17,123           | 17,123                            |                                    |                                   |
| 01280 0003 CCM                       | 15,103              | 15,103              | 15,103                         | 15,103                           | 15,103           | 15,103                            |                                    |                                   |
| 01280 0004 NATIONAL LEAGUE OF CITIES | 1,789               | 1,861               | 1,861                          | 1,861                            | 1,861            | 1,861                             |                                    |                                   |
| 01280 0005 COST                      | 1,225               | 1,225               | 1,225                          | 1,225                            | 1,225            | 1,225                             |                                    |                                   |
| 01280 3000 REGIONAL BROWNFIELDS      | -                   | 800                 | 800                            | 800                              | 800              | 800                               |                                    |                                   |
| TOTAL PROFESSIONAL ORGANIZATIONS     | 35,240              | 36,112              | 36,112                         | 36,112                           | 36,112           | 36,112                            | -                                  | -                                 |

# PROFESSIONAL ORGANIZATIONS - BUDGET JUSTIFICATION

| Account                              | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|--------------------------------------|---------------------------------|---|--------------------------------|
| 01280 0000 HVCEO                     | 17,123                          | HOUSATONIC VALLEY COUNCIL OF ELECTED OFFICIALS (HVCEO)<br>THE HVCEO COUNCIL VOTED ON 11/18/2010 TO KEEP DUES THE SAME AS THE PRIOR YEAR.                  | 17,123                         |
| 01280 0003 CCM                       | 15,103                          | CONNECTICUT CONFERENCE OF MUNICIPALITIES (CCM)<br>CCM'S BOARD OF DIRECTORS APPROVED A FREEZE IN MEMBER DUES.<br>AMOUNT FROZEN FOR THE THIRD STRAIGHT YEAR | 15,103                         |
| 01280 0004 NATIONAL LEAGUE OF CITIES | 1,861                           | DUES WILL REMAIN THE SAME AS PRIOR YEAR   | 1,861                          |
| 01280 0005 COST                      | 1,225                           | CONNECTICUT COUNCIL OF SMALL TOWNS (COST)<br>PER COST - DUES WILL REMAIN THE SAME   | 1,225                          |
| 01280 3000 REGIONAL BROWNFIELDS      | 800                             | DUES WILL REMAIN THE SAME   | 800                            |



## 350 INSURANCE

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Town participates in two risk management pools provided by the Connecticut Interlocal Risk Management Agency (CIRMA). The two risk management pools are the workers' compensation pool and the liability-automobile-property pool. CIRMA is the largest and most experienced municipal insurer in Connecticut today. CIRMA's financial size and strength enables it to be a secure and convenient source of risk financing with rate stability and assured availability. CIRMA has been a service program of the Connecticut Conference of Municipalities (CCM) since 1980. It is owned and governed by its members.

### BUDGET COMMENTARY

In fiscal year 2009-2010 the department was split into four accounts for more detail.

Liability/Auto/Property insurance for the most part has stayed the same as prior year. It has only been increased for exposure increases.

Worker's compensation insurance has increased 5% due to increased claim experience. The budget amount for WC in the prior year was budgeted for a 15%, however, after the budget was adopted the insurance agency agreed to phase in the increase by 5% a year for three years.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

#### Strategic Action Plan:

- Safety Committee Meetings - Establish Town-wide safety committee to meet quarterly with invitation to CIRMA.
- CIRMA Training - Establish a full-year WC and LAP priority training plan for the Town & Board of Education departments.
- Executive Level Safety Meetings - Establish a formal meeting schedule for the executive leadership with risk management and safety as a standing agenda item.
- CIRMA's Assessment Documents - Complete and update CIRMA's Worker's Compensation and LAP Assessments.
- Cost Allocation System - Develop and implement a cost allocation system for the Town and BOE worker's compensation costs.
- Risk Management Steering Committee - Hold quarterly meetings with CIRMA Risk Management Services, CIRMA claims underwriting, and the CIRMA claims departments to discuss progress and any requested services.
- Stewardship Reports - Schedule meeting to be presented with stewardship reports detailing updated loss history and trending.
- Annual Claim Review - Annual claim review for the Town and BOE for both worker's compensation and liability, auto, property lines of coverage.

|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>350 INSURANCE</b>               |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01350 4001 LIABILITY/AUTO/PROPERTY | 868,962             | 363,551             | 369,714                        | 369,714                          | 373,411          | 373,411                           |                                    |                                   |
| 01350 4002 UNINSURED LOSSES        | 1,826               | 4,934               | 10,000                         | 10,000                           | 10,000           | 10,000                            |                                    |                                   |
| 01350 4003 WORKER'S COMPENSATION   | -                   | 488,050             | 537,786                        | 537,786                          | 520,000          | 520,000                           |                                    |                                   |
| 01350 4004 OTHER                   | -                   | 69,988              | 76,500                         | 76,500                           | 71,500           | 71,500                            |                                    |                                   |
| TOTAL INSURANCE                    | 870,788             | 926,523             | 994,000                        | 994,000                          | 974,911          | 974,911                           | -                                  | -                                 |

## INSURANCE - BUDGET JUSTIFICATION

| Account                            | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount              |
|------------------------------------|---------------------------------|---|---|
| 01350 4001 LIABILITY/AUTO/PROPERTY | 373,411                         | Estimated policy increase = 1% (per insurance pool)   | 373,411                                     |
| 01350 4002 UNINSURED LOSSES        | 10,000                          | TO COVER LOSSES NOT COVERED BY INSURANCE (DEDUCTIBLES)<br><br>IN PRIOR YEARS EXPENDITURE HAS NEVER BEEN MORE THAN \$20,000  | 10,000                                      |
| 01351 4002 WORKER'S COMPENSATION   | 520,000                         | Originally the 10-11 budget amount was supposed to increase 15% due to unfavorable experience. After the budget was adopted CIRMA agreed to phase in the increase over three years (5% a year).<br>Estimated policy increase = 5% (per insurance pool).<br><br>10-11 amount increase 480,000<br>5% 5%<br>11-12 amount 504,000<br>plus contingency<br>for payroll audit 16,000 | 520,000                                     |
| 01352 4002 OTHER                   | 71,500                          | INSURANCE CONSULTANT FEE<br>CRIME COVERAGE<br>TREASURER BOND<br>EMPLOYEE MOTOR VEHICLE LICENSE CHECK<br>FIRE - AUTO & UMBRELLA INSURANCE  | 71,500                                      |
|                                    |                                 |   | 30,000<br>1,600<br>2,400<br>2,500<br>35,000 |
|                                    |                                 |   | 71,500                                      |

600 LEGISLATIVE COUNCIL

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Per the Town Charter:

7-10 THE LEGISLATIVE COUNCIL

The Legislative Council shall consist of 12 members, 4 of whom shall be elected from each of 3 Legislative Council districts as nearly equal in population size as is practicable, established in accordance with Section 2-10 (b) of this Charter. Members shall serve without compensation but shall be entitled to reimbursement for just and necessary expenses incurred in the performance of their duties.

6-02 ANNUAL AUDIT

The Legislative Council shall annually designate an independent, certified public accountant or his firm to audit the books and accounts of the Town as required by the General Statutes.

BUDGET COMMENTARY

Audit fee has increased 2.77% over prior year.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

| 600 LEGISLATIVE COUNCIL            | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01600 2013 COUNCIL EXPENSES        | 500                 | -                   | 500                            | 500                              | 500              | 500                               |                                    |                                   |
| 01600 2014 DUES & TRAVEL           | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01600 4001 AUDIT- TOWN             | 42,268              | 43,011              | 43,010                         | 43,010                           | 44,200           | 44,200                            |                                    |                                   |
| 01600 4060 LEGAL SERVICES- COUNCIL | 669                 | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL LEGISLATIVE COUNCIL          | 43,437              | 43,011              | 43,510                         | 43,510                           | 44,700           | 44,700                            | -                                  | -                                 |

# LEGISLATIVE COUNCIL - BUDGET JUSTIFICATION

| Account                            | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|------------------------------------|---------------------------------|--|--------------------------------|
| 01600 2013 COUNCIL EXPENSES        | 500                             | Contribution to High School Media Club for televising meetings   | 500                            |
| 01600 2014 DUES & TRAVEL           | -                               |  | 500                            |
|                                    |                                 |  | -                              |
| 01600 4001 AUDIT- TOWN             | 44,200                          | Estimated Base audit fee \$65,000<br>Increase for additional work due to<br>stimulus grants (ARRA) 3,000<br>Total fee for 2011 Audit \$68,000 TOWN<br>BOE<br>BOE | -                              |
|                                    |                                 | 65,000 68%<br>65,000 32%<br>3,000<br>BOE BUDGET<br>23,800  | 44,200                         |
| 01600 4060 LEGAL SERVICES- COUNCIL | -                               |  | 44,200                         |
|                                    |                                 |  | -                              |

**730 DISTRICT CONTRIBUTIONS**

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

This account may be used by established organizations (such as HEAT & SHOP) to encourage and improve aspects of the Hawleyville, Sandy Hook village and other districts.

These amounts will be transferred to a special revenue fund so that the organizations can have the ability to accumulate the funds for a larger expenditure.

**BUDGET COMMENTARY**

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

| 730 DISTRICT CONTRIBUTIONS      | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                 |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01730 0000 HATTERTOWN DISTRICT  | -                   | -                   | -                              | -                                | -                | -                                 | -                                  | -                                 |
| 01730 0003 HAWLEYVILLE DISTRICT | -                   | -                   | 500                            | 500                              | 500              | 500                               | 500                                | 500                               |
| 01730 0004 SANDY HOOK DISTRICT  | -                   | -                   | -                              | -                                | 1,000            | 1,000                             | 1,000                              | 1,000                             |
| TOTAL DISTRICT CONTRIBUTIONS    | -                   | -                   | 500                            | 500                              | 1,500            | 1,500                             | -                                  | -                                 |



# DISTRICT CONTRIBUTIONS - BUDGET JUSTIFICATION

| Account                         |                           | Justification         |  | Itemized Budgeted Amount |
|---------------------------------|---------------------------|-----------------------|--|--------------------------|
| Account                         | Department Budget Request | Item(s) / Description |  |                          |
| 01730 0000 HATTERTOWN DISTRICT  | -                         | DISTRICT CONTRIBUTION |  |                          |
| 01730 0003 HAWLEYVILLE DISTRICT | 500                       | DISTRICT CONTRIBUTION |  | -<br>500                 |
| 01730 0004 SANDY HOOK DISTRICT  | 1,000                     | DISTRICT CONTRIBUTION |  | 500<br>1,000             |
|                                 |                           |                       |  | 1,000                    |

## NEWTOWN CULTURAL ARTS COMMISSION

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

To make an initial survey of the cultural and artistic resources of the Town of Newtown, including but not limited to, a survey of the arts by each subject deemed to be of significance by The Newtown Cultural Arts Commission in carrying out its duties; To make such additional surveys as may be deemed advisable from time to time, of private and public institutions engaged within the Town in artistic and cultural activities; Produce and update an ongoing Cultural Arts Events Calendar executed by website; To stimulate and encourage both private and public study and presentation of the performing and fine arts and public interest, support and participation; To encourage and assist freedom of artistic expression essential to the arts; To stimulate cooperative and coordinated effort among cultural organizations actively engaged in a single art form; To advise and make recommendations to the Board of Selectmen on matters of cultural significance to the Town of Newtown on at least an annual basis.

### BUDGET COMMENTARY

We are looking for an increase this year based on the costs of website maintenance, printing, copying, postage, advertising and supplies, etc. which the commission members have been absorbing so far. The high cost of rental facilities which are necessary for the programming we have provided so far has prevented any profits we could have made. We are hoping to increase the number of programs offered which in turn will increase our budget by the amount requested. The Edmond Town Hall Alexandria Room costs \$250.00 and the Edmond Town Hall Movie Theatre costs \$2,500.00 - \$3200.00.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

2010 - 2011 goals were to continue our programming including the Flagpole Radio Cafe; complete our website with a current calendar of events for Newtown; in the process of creating a database of artists and non profits for marketing and survey purposes and creating a social network of all art, civic, and government organizations; meet & greet to be held Jan 11, 2010; produce more cultural events for Newtown to help boost economic development; work with other town agencies to help promote the use of Edmond Town Hall as a community cultural/performing arts centre; and pursue grants with the CT Commission on Culture & Tourism.

|                                  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01680 0000 NEWTOWN CULTURAL ARTS | 12,000              | 2,000               | 2,000                          | 2,000                            | 2,000            | 2,000                             |                                    |                                   |
| TOTAL NEWTOWN CULTURAL ARTS      | 12,000              | 2,000               | 2,000                          | 2,000                            | 2,000            | 2,000                             | -                                  | -                                 |

**NEWTOWN CULTURAL ARTS - BUDGET JUSTIFICATION**

| Account                          | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description | Itemized<br>Budgeted<br>Amount |
|----------------------------------|---------------------------------|--|--------------------------------|
| 01680 0000 NEWTOWN CULTURAL ARTS | 2,000                           |  | 2,000                          |

## 740 ECONOMIC & COMMUNITY DEVELOPMENT

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

**Economic Development** - The Economic Development Commission is made up of nine members appointed for three year terms by the First Selectman and ratified by the Board of Selectmen. The Commission is responsible for the Strategic Plan for the Economic Development of Newtown and actively works to carry out the objectives of the plan by obtaining researched information and provide recommendations to other boards and commissions to help improve the economic climate of the community and to encourage desirable businesses and industries to locate and grow in Newtown. The Commission maintains close contact with Newtown business owners and managers, the Chamber of Commerce and its members and other business groups in order to continue and increase the vitality of the established business community.

Activities and programs funded by the EDC budget include communications and economic development marketing (Internet, printed materials, advertising), participation in various business functions including trade shows, Chamber of Commerce events, attendance at business based events and an annual business appreciation event that recognizes the contribution that existing businesses make to Newtown's economy. The budget is used for economic development marketing including the Fairfield Hills campus and the tech park. It is also used for services necessary for the planning of the Newtown Tech Park which has evolved over the years from a ten lot subdivision concept with a through road to a single lot project. The EDC serves as the Development Agency for the Tech Park pursuant to CT State Statutes and is currently pursuing Inland Wetland Commission and Army Corp. of Engineers permits to access the site from Commerce Road. State grants (STEAP) and local funds have been utilized to fund the various environmental studies and engineering plans that have been completed to date.

The Director of Economic and Community Development is responsible for implementing functional and policy direction of various boards and commissions related to planning and development activities within the Town. Coordination of local activities to facilitate economic development, community development and land planning activities in Newtown are necessary to ensure that these actions will work in unison to improve the economic climate of the town with the principle objective of increased tax revenues. Appropriate leadership is exercised in initiating, developing and managing economic development marketing activities, commercial revitalization efforts and related projects and/or programs. Specific actions include managing all economic development marketing activities, meeting with prospective developers and business investors, application for and administration of the CT Small Town Economic Assistance Program (STEAP), Federal Small Cities Community Development Block Grant (CDBG), Federal Economic Development Agency (EDA) and Federal Environmental Protection Agency (EPA) grants that pertain to economic and community development projects. The Newtown Housing Rehabilitation Program, a revolving loan fund is administered by the Director. Participation in trade shows, transaction forums, Chamber of Commerce events, business growth and retention activities and long term land use planning functions in conjunction with the Land Use dept. are ongoing.

### BUDGET COMMENTARY

Economic Development - In addition to planning for the Tech Park and supporting the marketing of the Fairfield Hills campus for commercial development, the EDC has been pro-actively working to implement the Strategic Plan of Economic Development that was last approved by the Legislative Council in 2005. The ordinance requires the Commission to update this plan every five years therefore the update will proceed in this next fiscal year. Meetings with business leaders and industry groups have been held to assist the Commission with targeting the type of businesses that are complementary to our economy. The five year plan is designed to concentrate our efforts on particular economic development problems in Newtown and offers concrete solutions to reach goals in a reasonable time frame. Additional resources were made available to the Commission in the 2007-2008 budget to assist with the implementation of our ambitious strategic plan and focus on returns. The budget provides the necessary resources for enhanced marketing efforts, it allows the use of consultants to assist in marketing and

research activities that supplement the ongoing economic development program. The date to day implementation of marketing and managing the projects is the responsibility of the Director.

In addition to business attraction, the Director actively works to retain and assist the expansion of established Newtown businesses. The EDC proposes to increase this year's contractual services budget by 10% (\$3,500) to bring the economic development budget back to the 2007 level and to recapture the reduction made last year. This increase will allow us to enhance our efforts to bring in new companies to occupy vacant industrial real estate (Pitney Bowes, Pecks Lane, DeVivo, Batchelder) and commercial buildings in Newtown and upon the Fairfield Hills campus. Completion for new business development is fierce during this down economic climate and the resources are needed to maintain our edge.

**Community Development** - The position has been in existence since 1990 however the Director's salary was split between the First Selectman and Land Use departments to reflect the planning, economic and community development duties of the position. The salaries from the two departments were combined last year to transition the position from the Land Use and First Selectman Departments into a single department that would focus on economic and community development efforts. The CD Director works closely with the Economic Development Commission (EDC) and the Fairfield Hills Authority (FHA) to bring in new businesses and to help existing businesses expand in Newtown. Grant projects and the Housing Rehabilitation program is administered by the Director. Currently 8 grant projects totaling about \$2.4 million are in process. The budget provides the necessary resources for a professional staff position to focus on coordinated marketing efforts, grant management and to guide community development activities. No increase in salary has been given since July 2008.

#### **PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

**Economic Development** - The Commission is an active advocate of actions that will result in business expansion and new business development. Activities such as the Business Incentive Program contributed to our success in attracting Architectural Glass Industries to Newtown where they built a new facility in the Curtis Park. The program was instrumental in encouraging TNT Partners to maintain and grow their business in Newtown. The revitalization of Sandy Hook Center, business development in the Borough of Newtown, Hawleyville, Curtis Park and at the Fairfield Hills Campus have been supported by the Commission. The Commission actively marketed Batchelder for clean up and redevelopment and supported the transfer from the Bankruptcy Court (in Dec. 2006) to Connecticut Institute for Communities, Inc. who will pursue additional resources for the clean up and redevelopment. Goals for 2010 include the completion of permitting for a driveway for the Tech Park, attracting new businesses to occupy existing facilities (Pitney Bowes, 31 Pecks Lane, Batchelder, Fairfield Hills etc.) and newly developed space in Newtown. The Commission will continue to support existing businesses and help attract new business investment and development to the community.

The efforts of professional staff and the hard work by various boards and commissions have attracted several new businesses to construct and occupy facilities in the Curtis Corporate Park, Sandy Hook Center, the Borough of Newtown, Fairfield Hills Campus, Hawleyville and along South Main Street (Rt. 25). The Director advocates actions that will result in private investment in Newtown through business expansion and new business development by staying with prospects from their initial investigation to occupancy. Millions of dollars in private investments have been overseen and more than \$5 Million in Grant monies have be leveraged against local and private funding for economic development, housing rehabilitation, sewer extensions, environmental clean ups and transportation projects. Proactive actions are necessary to our success in attracting new businesses and encouraging existing companies to maintain and grow their business in Newtown. Competition for grant monies is fierce and our success in effective management of these projects will assist us in future applications. Projects that were completed during the previous fiscal year include the completion of \$600,000 in renovations at Nunnawauk Meadows and planning for the tech park. The Director is responsible for administration of the EPA clean up grant for Stratford Hall at Fairfield Hills. Continuing the promotion and marketing for Newtown will be ever more important during this poor economy.

**ECONOMIC & COMMUNITY DEVELOPM**

|                                     | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN | BOARD OF<br>FINANCE | LEGISLATIVE<br>COUNCIL |
|-------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------|---------------------|------------------------|
| 01740 1003 DIRECTOR OF COMM DEVEL.  | -                   | 84,665              | 84,665                         | 84,665                           | 84,665           | 84,665                |                     |                        |
| 01740 1004 PART TIME PAYROLL        | -                   | -                   | -                              | -                                | -                | 5,000                 |                     |                        |
| 01740 2014 DUES, SUBSCRIPTIONS, EDU | -                   | 1,596               | 1,650                          | 1,650                            | 1,650            | 1,650                 |                     |                        |
| 01740 4060 CONTRACTUAL SERVICES     | 35,000              | 29,892              | 30,000                         | 30,000                           | 30,000           | 30,000                |                     |                        |
| TOTAL ECONOMIC DEVELOPMENT COMM.    | 35,000              | 116,153             | 116,315                        | 116,315                          | 116,315          | 121,315               | -                   | -                      |

**COMMUNITY & ECONOMIC DEVELOPMENT - POSITION SCHEDULE**

| <u>Account / Position Classification</u>  | <u>2010 - 2011 Amended Budget</u> |  | <u>2011 - 2012 Requested Budget</u> |   | <u>Increase / (Decrease)</u> |               |
|---|-----------------------------------|--|-------------------------------------|---|------------------------------|---------------|
|   | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Budget Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01740 1003 DIRECTOR OF COMM DEVEL.</b> |                                   |  |                                     |   |                              |               |
| Community Development Director            | 1                                 | n/a<br><u>84,665</u>                       | 1                                   | n/a<br><u>84,665</u>                        | 0                            | -             |



# **COMMUNITY & ECONOMIC DEVELOPMENT - BUDGET JUSTIFICATION**

| Account                             | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount |
|-------------------------------------|---------------------------|---|--------------------------|
| 01740 4060 CONTRACTUAL SERVICES     | 30,000                    | The economic commission retains this account for its annual work program. The activities are administered by the Director of Economic and Community Development. The activities that are undertaken include basic web site hosting and web maintenance, professional services, marketing and creative design services. Preparation of copy and research costs for brochures, advertisements and printed materials necessary to market Newtown and the Fairfield Hills Campus. The account also supports participation in and sponsoring of business growth and retention activities in Newtown.   | 30,000                   |
| 01740 2014 DUES, SUBSCRIPTIONS, EDU | 1,650                     | The budget supplements professional services that are necessary but not available in house including supplemental research and marketing activities undertaken by the Commission and Economic and Community Development Director.<br><br>This account is utilized for annual dues for professional organizations, professional development training and subscriptions to news &/or periodicals. The account also supplements staff expenses that pertain to economic development functions. Example organizations/training include American Planning Association, CT Chapter and Economic Development Division; CT Economic Develop. Association (CEDAS); New England Developers Assoc. (NEDA); Community Builders Institute etc. The budget has not been increased since 2002. | 1,650                    |

750 LOCAL HOUSING PARTNERSHIP

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

DISCONTINUED

BUDGET COMMENTARY

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

|                                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                 |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01750 2015 SEMINARS             | 100                 | -                   | -                              | -                                | -                | -                                 | -                                  | -                                 |
| TOTAL LOCAL HOUSING PARTNERSHIP | 100                 | -                   | -                              | -                                | -                | -                                 | -                                  | -                                 |

**LOCAL HOUSING PARTNERSHIP - BUDGET JUSTIFICATION**

| Account             | Department Budget Request | Justification<br>Item(s) / Description | Itemized Budgeted Amount |
|---------------------|---------------------------|--|--------------------------|
| 01750 2015 SEMINARS | -                         |  | -                        |

### 300 COMMUNICATIONS

#### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The NECC continues to provide 24-hour a day / 7 day a week Emergency Communications for the Town of Newtown. Emergency service communication is provided to the Police - Fire and EMS personnel as well as Public Works / Park and Recreation and the Board of Education. Over 7,000 E-911 calls were answered by staff, this number does not reflect the actual number of phone calls from the public that come into the Center. Staff handles calls for service for Canine Control - referrals to the Public Works Department and various other service agencies within the community. The NECC staff currently handles the monitoring of all alarms at Town facilities. Training continues to be a priority and is my commitment to the staff. These dedicated Telecommunicators hold the lives of our emergency personnel, and the callers in their calm and capable hands. Working with the Emergency Management Director plans have been formulated to utilize the Emergency Operations Center as the backup center for Communications. Staff are being trained in evacuation procedures and will be deployed to the EOC in the event of any natural or man made disasters, working with all emergency responders during that time of need. Staff continues to maintain and hone skills in communications - multi-tasking and priority assessment of calls for service. We continue to establish our professional standards, train and retain our staff and keep our eyes to the future, making innovation and cooperation our standard while maintaining cost effectiveness.

#### BUDGET COMMENTARY

Contractual obligations continue to necessitate an increase in the operating budget of the NECC. We are a technical department and it is the nature of this service to maintain operating contracts for all technical components as we are a 24/7 operation. The NECC **MUST** be operational at all times. Our current budget items include but are not limited to telephone service - electrical and computer services for all Police/Fire and EMS radios and towers. Reoccurring costs include service contracts for tower sites, our software is also another generated cost. We have worked closely with the IT department to ensure that we have the most cost effective contracts, items purchased are on state contract when at all possible. We have consolidated phone/intranet service to municipal employees eliminating redundant or unnecessary charges. New for this budget year will be for connectivity of the fiber line linking town services to each of the departments creating seamless work flow and eliminating costly lines. Until all town departments are linked through this system, we will continue to have to accrue costs for other phone / fax and DSL lines. The NECC budget consolidates all phone service and connectivity for all town facilities.

#### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Much has been accomplished this past year by staff working together with other agencies and reaching out into the Community. All staff has been certified at the State level on criminal justice programs allowing for more current information to be given to our officers on the road. Staff has been deployed with police at the various seat belt waves and DUI enforcement - putting them in the field working the radios and communication equipment so that the officers could concentrate on their tasks and eliminating unnecessary radio transmissions (this is a first in our area and for this Center). The NECC has again participated in the Health Fair providing community education as to the proper use of 911, it is important to note that for the second year in a row all of the emergency responders for the Town of Newtown were represented under one roof. My goal for 2010 - 2011 is the consolidation of telephone services for all municipal agencies and facilities. The first step was at the Municipal Complex, our next facility will be Public Works - then the Police Department (which houses Social Services and Park & Rec) and finally the Senior Center. With facilities linked via the IT network for phones and work flow the Town will see a reduction in costs for phone lines and will also see an increase in productivity as work flow will be more seamless and open to all departments. We rely heavily on our IT personnel, they keep our technology working and are constantly striving to help us ensure the best possible service to our community. IT and the NECC work together to provide the staff - emergency responders and the community with the most up-to-date technology and equipment to achieve our goal of **SAVING LIVES**.

|   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01300 1001 FULL TIME OPERATORS          | 505,785             | 514,700             | 524,792                        | 524,792                          | 529,840          | 529,840                           |                                    |                                   |
| 01300 1005 OVERTIME                     | 104,332             | 66,901              | 80,000                         | 80,000                           | 80,000           | 80,000                            |                                    |                                   |
| 01300 2015 TRAINING                     | 14,400              | 17,231              | 17,800                         | 17,800                           | 14,000           | 14,000                            |                                    |                                   |
| 01300 2034 UNIFORMS                     | 2,076               | 2,463               | 3,000                          | 3,000                            | 3,000            | 3,000                             |                                    |                                   |
| 01300 3050 RADIO SYSTEM MAINTENANCE AGI | 30,145              | 30,045              | 31,250                         | 31,250                           | 32,100           | 32,100                            |                                    |                                   |
| 01300 4034 EQUIPMENT RENTAL             | 95,518              | 159,143             | 189,350                        | 189,350                          | 181,170          | 181,170                           |                                    |                                   |
| 01300 4060 E911 CONTRACT SERVICE        | 3,324               | 4,222               | 4,222                          | 4,222                            | 4,000            | 4,000                             |                                    |                                   |
| 01300 5080 CAPITAL                      | -                   | -                   | -                              | -                                | 26,506           | 26,506                            |                                    |                                   |
| TOTAL COMMUNICATIONS                    | 755,580             | 794,705             | 850,414                        | 850,414                          | 870,616          | 870,616                           | -                                  | -                                 |

# **COMMUNICATIONS - POSITION SCHEDULE**

| <u>Account / Position Classification</u> | <u>2010 - 2011 Amended Budget</u> |                                     | <u>2011 - 2012 Requested Budget</u> |   | <u>Increase / (Decrease)</u> |               |
|--|-----------------------------------|-------------------------------------|-------------------------------------|---|------------------------------|---------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| 01300 1001 FULL TIME OPERATORS           |                                   |                                     |                                     |   |                              |               |
| Director of Emergency Communications     | 1                                 | n/a                                 | 1                                   | n/a   | 0                            | -             |
| Emergency Telecommunicator ***           | 10                                | top (9)                             | 10                                  | top   | 0                            | 4,848         |
| Holiday Pay                              | 9                                 | n/a                                 | 9                                   | n/a   | 0                            | -             |
| Longevity                                | 5                                 | n/a                                 | 5                                   | n/a   | 0                            | 200           |
| Incentives - EPD / Accreditation         | 10                                | n/a                                 | 10                                  | n/a   | 0                            | -             |
|  |                                   | <u>524,792</u>                      |                                     | <u>529,840</u>                              |                              | <u>5,048</u>  |

\*\*\* emergency telecommunicator employees contract expires June 30, 2010.

## COMMUNICATIONS - BUDGET JUSTIFICATION

| Account                                | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|--|---------------------------------|---|--------------------------------|
| 01300 1005 OVERTIME                    | 80,000                          | VACATION REQUESTS - SICK TIME AND PERSONAL TIME UTILIZED BY FULL-TIME STAFF / INCLUDES SHORT TERM DISABILITY - ADDITIONAL STATE MANDATED TRAINING NOT REIMBURSABLE. CONTRACTUAL OBLIGATIONS.<br><br>SEE ATTACHED BREAKDOWN OF STAFF   | 80,000                         |
| 01300 2015 TRAINING                    | 14,000                          | EMERGENCY MEDICAL DISPATCHING - (STATE MANDATE) - COMMUNICATIONS CENTER REMEDIAL TRAINING - NEW COMMUNICATION TECHNIQUES - E-911 SYSTEMS TRAINING - QUALITY ASSURANCE SKILLS UPDATE (TELEPHONE - POLICE/FIRE/EMS) EVACUATION OF CENTER FOR TRAINING AT EOC - CONTRACTUAL WAGE | 80,000<br>14,000               |
| 01300 2034 UNIFORMS                    | 3,000                           | STANDARDIZATION OF PERSONNEL UNIFORMS - REPAIR AND REPLACE / NEW PERSONNEL TEN FULL TIME STAFF MEMBERS - PANTS/SHIRTS AND SHOES.  | 14,000                         |
| 01300 3050 RADIO SYSTEM MAINTENANCE AG | 32,100                          | MAINTAIN FIVE SYSTEMS FOR POLICE/FIRE/EMS AND TOWNWIDE SYSTEMS<br>MAINTENANCE OF ALL COMPONENTS OF EMERGENCY SERVICE RADIO SYSTEMS<br>UPGRADE OF SYSTEM REQUIREMENTS AND FCC REGULATIONS<br>MAINTENANCE AGREEMENTS FOR RADIO SYSTEM -TOWNWIDE                                 | 3,000<br>3,000                 |
|  |                                 |   | 32,100<br>32,100               |



# BUDGET JUSTIFICATION

| Account                          | Budget Request | Justification   | Itemized Budgeted Amount |
|----------------------------------|----------------|---|--------------------------|
| 01300 4034 EQUIPMENT RENTAL      | 181,170        | EQUIPMENT RENTAL FOR PHONES - RADIO AND COMPUTER AIDED DISPATCH<br>PHONE -ELECTRIC AND PROPANE BILLS FOR RADIO SITES<br>TOWER RENTAL AGREEMENT<br>SERVICE CONTRACTS FOR HARDWARE AND EQUIPMENT<br>MAINTENANCE OF GENERATORS AND AC - RADIO SITES<br>MAINTENANCE FEES FOR ALARM SYSTEMS (TOWN FACILITIES) SEE ATTACHED<br><br>NOW MAINTAINING COST OF INTERNET FOR ALL MUNICIPAL OFFICES AND 3 MAIN STREET.<br>TRANSITION FROM ONE PHONE SERVICE TO NEW SYSTEM . NEW FIXED COSTS.<br>MAINTAINING TWO PHONE SYSTEMS - PUBLIC WORKS CUT OVER DEC 2010<br>BOTH MUST BE MAINTAINED<br><br>THESE ARE CONTRACTUAL OBLIGATIONS BASED ON STATE BID FOR SERVICES (PHONE AND RADIO) AS WELL AS SERVICE AGREEMENTS. | 181,170                  |
| 01300 4060 E911 CONTRACT SERVICE | 4,000          |   | 4,000                    |
| 01300 5080 CAPITAL               | 26,506         | GPS REPLACEMENT FOR EQUIPMENT AT RADIO TOWER SITES - NOTE: UTILIZING GRANT FUNDING 10,000 WILL BE RETURNED TO THE TOWN AFTER PURCHASE - ACTUAL COST OF THE EQUIPMENT LESS THE GRANT RETURN IS: \$26,506. THIS IS YEAR ONE OF A THREE YEAR PROJECT - THREE GPS UNITS MUST BE REPLACED - THEY ARE NO LONGER MADE OR SUPPORTED BY MOTOROLA AND PARTS ARE LIMITED.  | 26,506                   |
|                                  |                |   | 26,506                   |

**COMMUNICATIONS****FYB: 2011-2012****Equipment Rental:** Account #200-01300-4034

|   |                   |
|---|-------------------|
| 1. AT&T Phone bills – Lines for radios (T-1) / Public Works/<br>Senior Center/Police Dept – fax/elevator/alarms - Monthly | \$74,520          |
| 2. CL&P Monthly charges for radio equipment located<br>at tower sites (5 sites).  | \$8,400           |
| 3. Alarm monitoring at town facilities (fire/burglar)<br>PD / FD's / PW / Library / Municipal Complex/ EMS                | \$3,250           |
| 4. Phone & Radio repairs & purchases<br>Mid-State Tel Data - Northeastern Comm - Silent Knight                            | \$10,000          |
| 6. Toshiba telephones (replacement equipment for systems)<br>(3 Main Street and Senior Center)                            | \$3,500           |
| 7. Cell Phones – (Nextel – 17 phones - \$60 mthly + replacements)   | \$9,500           |
| 8. Tower Rental (radio system – 8 Ferris Rd + S Main \$200/mth)   | \$2,400           |
| 9. Electricity and Propane bills (radio system tower sites)   | \$7,500           |
| 10. Service contract –Dispatch Consoles (Northeast)<br>radio/tower equipment – monthly charges                            | \$6,840           |
| 11. Fiber net service – Town of Newtown (connectivity)<br>(Charter – fiber line to EOC bldg. will save about \$7,200)     | \$50,160          |
| 12. Maintenance of Generators & AC @ radio tower sites)   | \$3,650           |
| 13. Miscellaneous (maintenance fees)<br>(Biddle (400), Medtronic (1,600), MicroKey (660)                                  | \$4,700           |
| <b>Total requested</b>  | <b>\$ 184,420</b> |
| 3. To respective entities (PW; Fire; library; EMS)  | <u>(\$3,250)</u>  |
| Adjusted Total  | \$181,170         |

| <b>PERSONNEL</b>    | <b>ANNUAL</b>    | <b>LONGEVITY</b> | <b>INCENTIVES</b> | <b>HOLIDAY</b>  |
|---------------------|------------------|------------------|-------------------|-----------------|
| <b>FYB: 2011-12</b> |                  |                  |                   |                 |
| HIRSCH              | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| CHICKOS             | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| RAMSDELL            | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| EASTER              | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| TUITE               | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| BAROCSI             | \$42,569 (top)   | \$200            | \$375             | \$3,420         |
| FACTO               | \$42,569 (top)   |                  | \$375             | \$3,420         |
| CAMPBELL            | \$42,569 (top)   |                  | \$375             | \$3,420         |
| NUTE                | \$42,569 (top)   |                  | \$375             | \$3,420         |
| DEYO                | \$42,569 (top)   |                  | \$375             | \$3,420         |
| WILL                | \$65,000         |                  |                   | -----           |
| <b>TOTAL</b>        | <b>\$490,690</b> | <b>\$1,200</b>   | <b>\$3,750</b>    | <b>\$34,200</b> |

**Overtime:**    Vacation = 880 hrs.                      Sick = 792 hrs.                      Personal = 240 hrs.  
                          Short Term Disability = 432 hrs. (Est. 12 weeks)  
                          Training = 720 hours  
                          Total hours (3065 hrs. x \$34.11/hr) = **\$104,547(Max.) less 24,547 = 80,000**

**\*In contract negotiations for 11/12 budget year – overtime salary number may increase\***

310 POLICE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Newtown Police Department delivers all law enforcement services within the Town of Newtown. Its primary functions are to protect life, liberty and property through the enforcement of laws and ordinances. The agency maintains the preservation of peace and public order, assists in the prosecution of apprehended violators, facilitates the safe and rapid movement of vehicular and pedestrian traffic throughout the community, provides emergency services and provides non-enforcement services most likely to aid in the Department's achieving their mission. Some of the non-enforcement services includes officers assigned to the Newtown School System as School Resource Officers and Youth Officers. In addition, we deliver non-enforcement services and prevention services to the elderly population with our TRIAD program, deliver services to the very young with our Child Safety Seats clinics and safety checks, and deliver services to the community at large with our Crime Prevention Unit, Citizen's Police Academy and Student's Police Academy. Our law enforcement efforts include a Commercial Truck Enforcement Unit, K-9 Unit, and Traffic Unit. These services have greatly impacted the quality of life enjoyed by the citizens of Newtown.

BUDGET COMMENTARY

The contractual raises of FY10/11 will cause a increase in the personnel line due to the raises being split in the fiscal year. There will also be an increases due to contractual step increases. In FY 10-11, money was eliminated during the budget process to fund one sworn position. Personnel line items (01310-1001 through 01310-1008) make up 89% of the entire police budget. A majority of the budget is contractual or non-discretionary monies. Contractual items include but is not limited to: all sworn salaries and remunerations, all uniform costs, and some computer related costs. Some non-discretionary costs are mandated training costs, some mandatory communications costs, mandatory police investigatory costs and mandatory record keeping functions. This year, because of prior budgetary decisions, this agency is requesting the replacement of 4 vehicles. Internal policy controls on replacing vehicles make this request extremely important and necessary. To ensure budgetary monies are available for new front line cruisers, all budget lines were scrutinized for possible cuts. Several lines were reduced and commentaries were made on the reductions. **NOTE: THE POLICE COMMISSION APPROVED FUNDS FOR THE 47th OFFICER THAT WAS REMOVED FROM THE FY 10-11 BUDGET. THE SELECTMAN HAS TAKEN THESE FUNDS OUT OF THIS BUDGET.**

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Prior budgets have afforded us the opportunity to enhance services to the community. Recently, we have formed an enhanced traffic unit which rolled out in 2008. This team of officers have afforded us the opportunity to selectively target violations and areas within the community without interruption. In addition, we recently were accredited by the State of Connecticut in Tier 1. This achievement shows our commitment to the highest ideals of policing. Our goals for this fiscal year is to maintain the services we have given to the community in past years. Also, we want to maintain accreditation and achieve accreditation in Tier 2 & 3. Maintaining staffing levels will ensure direct services to the community and maintain the highest ideals of professional policing. This status quo philosophy is reasonable and justified in the face of tough economic times. Cuts will result in reduced services to the community.

| 310 POLICE                             |           | 2008-2009<br>ACTUAL |           | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
|--|-----------|---------------------|-----------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
| 01310 1001 CHIEF OF POLICE             | 99,386    | 99,397              | 99,397    | 99,397              | 99,397                         | 99,397                           | 99,397           | 99,397                            |                                    |                                   |
| 01310 1002 CAPTAIN                     | 91,006    | 91,016              | 91,016    | 91,016              | 91,016                         | 91,016                           | 91,016           | 91,016                            |                                    |                                   |
| 01310 1003 SWORN PERSONNEL             | 2,863,162 | 2,973,005           | 3,043,545 | 3,043,545           | 3,043,545                      | 3,115,384                        | 3,115,384        | 3,115,384                         |                                    |                                   |
| 01310 1004 CIVILIAN PERSONNEL          | 211,286   | 205,592             | 213,323   | 213,323             | 213,323                        | 213,573                          | 213,573          | 213,573                           |                                    |                                   |
| 01310 1005 POLICE OVERTIME             | 118,758   | 128,838             | 150,000   | 150,000             | 150,000                        | 130,000                          | 130,000          | 130,000                           |                                    |                                   |
| 01310 1006 OVERTIME-CIVILIAN           | -         | 32                  | -         | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01310 1007 TRAFFIC GUARDS              | 15,311    | 15,605              | 17,458    | 17,458              | 17,458                         | 16,458                           | 16,458           | 16,458                            |                                    |                                   |
| 01310 1008 POLICE OVERTIME - GRANTS    | 43,232    | -                   | -         | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01310 2008 EDUCATION                   | 32,292    | 37,481              | 39,560    | 39,560              | 39,560                         | 37,560                           | 37,560           | 37,560                            |                                    |                                   |
| 01310 2010 TELEPHONE/RADIO COMMUNICATI | 18,233    | 13,338              | 17,000    | 17,000              | 17,000                         | 17,400                           | 17,400           | 17,400                            |                                    |                                   |
| 01310 2011 PROGRAM EQUIPMENT SUPPLIES  | 18,874    | 20,000              | 20,000    | 20,000              | 20,000                         | 20,000                           | 20,000           | 20,000                            |                                    |                                   |
| 01310 2015 POLICE RECRUITMENT          | 1,065     | -                   | 15,000    | 15,000              | 15,000                         | -                                | -                | -                                 |                                    |                                   |
| 01310 2026 MISCELLANEOUS               | 2,714     | 3,000               | 4,500     | 4,500               | 4,500                          | 4,500                            | 4,500            | 4,500                             |                                    |                                   |
| 01310 2034 UNIFORM ALLOWANCE           | 53,153    | 49,515              | 59,900    | 59,900              | 59,900                         | 60,500                           | 60,500           | 60,500                            |                                    |                                   |
| 01310 2035 SERVICES                    | 18,043    | 19,988              | 20,000    | 20,000              | 20,000                         | 19,400                           | 19,400           | 34,400                            |                                    |                                   |
| 01310 4062 COMPUTER OPERATIONS         | 120,145   | 149,355             | 155,550   | 155,550             | 155,550                        | 158,418                          | 158,418          | 158,418                           |                                    |                                   |
| 01310 5002 PATROL CARS                 | 93,000    | 95,000              | 120,000   | 120,000             | 120,000                        | 120,000                          | 120,000          | 120,000                           |                                    |                                   |
| 01310 5080 CAPITAL                     | 90,097    | -                   | -         | -                   | -                              | 30,600                           | 30,600           | 15,600                            |                                    |                                   |
| TOTAL POLICE                           | 3,889,757 | 3,901,162           | 4,066,249 | 4,066,249           | 4,066,249                      | 4,134,206                        | 4,134,206        | 4,134,206                         | -                                  | -                                 |

# **POLICE - POSITION SCHEDULE**

| Account / Position Classification    | 2010 - 2011 Amended Budget |               | 2011 - 2012 Requested Budget |                | Increase / (Decrease) |           |
|--------------------------------------|----------------------------|---------------|------------------------------|----------------|-----------------------|-----------|
|                                      | Authorized Positions       | Budget Amount | Requested Positions          | Budget Request | Positions             | Budget    |
| <b>01310 1001 CHIEF OF POLICE</b>    |                            |               |                              |                |                       |           |
| Chief of Police                      | 1                          | 99,397        | 1                            | 99,397         | 0                     | -         |
| <b>01310 1002 CAPTAIN</b>            |                            |               |                              |                |                       |           |
| Captain                              | 1                          | 91,016        | 1                            | 91,016         | 0                     | -         |
| <b>01310 1003 SWORN PERSONNEL **</b> |                            |               |                              |                |                       |           |
| Lieutenant                           | 2                          | 168,578       | 2                            | 170,214        | 0                     | 1,636     |
| Administrative Sergeant              | 1                          | 76,473        | 1                            | 77,215         | 0                     | 742       |
| Detective Sergeant                   | 1                          | 76,473        | 1                            | 77,215         | 0                     | 742       |
| Sergeant Step 2                      | 6                          | 453,422       | 4                            | 308,860        | (2)                   | (144,562) |
| Sergeant Step 2                      | 3                          | 198,321       | 2                            | 143,494        | 2                     | 143,494   |
| Detective                            | 3                          | 198,321       | 3                            | 200,427        | 0                     | 2,106     |
| SNTF Officer                         | 1                          | 66,107        | 1                            | 66,809         | 0                     | 702       |
| SR Officer                           | 2                          | 132,214       | 2                            | 133,618        | 0                     | 1,404     |
| Youth Officer                        | 1                          | 66,107        | 1                            | 66,809         | 0                     | 702       |
| Officer                              | 16                         | 1,057,712     | 17                           | 1,135,753      | 1                     | 78,041    |
| Officer                              | 2                          | 124,710       | 4                            | 248,668        | 2                     | 123,958   |
| Officer                              | 4                          | 230,688       | 5                            | 291,160        | 1                     | 60,472    |
| Officer                              | 5                          | 270,765       | 0                            |                | (5)                   | (270,765) |
| Officer                              | 0                          | -             | 0                            |                | 0                     | -         |
| Officer                              | 0                          | -             | 1                            | 48,092         | 1                     | 48,092    |
| Officer                              | 46                         |               | 46                           |                | 0                     |           |
| Longevity                            | 33                         | 13,600        | 33                           | 13,100         |                       | (500)     |
| Degree Incentive                     | 26                         | 15,125        | 26                           | 15,700         |                       | 575       |
| Holiday                              | 8                          | 96,000        |                              | 106,000        |                       | 10,000    |
| Premium Pay                          |                            | 12,250        | 9                            | 12,250         |                       | -         |
| Budget Amendment                     |                            | (15,000)      |                              |                |                       |           |
|                                      |                            | 3,043,545     |                              | 3,115,384      |                       | 56,839    |

\*\* The police contract expires on June 30, 2011. Increase in wages is due to the structure of the 2010-2011 wage increase. (2% increase on July 1, 2010 and 2% increase on January 1, 2011)

## **01310 1004 CIVILIAN PERSONNEL**

|  |   |         |   |         |   |         |
|--|---|---------|---|---------|---|---------|
| Executive Assistant  | 1 | 44,134  | 1 | 44,134  | 0 | -       |
| Records Manager  | 1 | 51,714  | 1 | 51,714  | 0 | -       |
| Administrative Assistant                                     | 1 | 41,867  | 1 | 41,867  | 0 | -       |
| A/R Bookkeeper   | 1 | 39,117  | 1 | 39,117  | 0 | -       |
| Office Assistant   | 1 | 35,841  | 1 | 35,841  | 0 | -       |
| Longevity  |   | 650     |   | 900     | 0 | 250     |
|  |   | 213,323 |   | 213,573 |   | 250     |
| <b>01310 1007 TRAFFIC GUARDS</b>                             |   |         |   |         |   |         |
| Part Time Traffic Guard                                      | 2 | 17,458  | 2 | 16,458  | 0 | (1,000) |
| (\$15.90 per hr X 6 hr per day X 183 school days = \$17,458) |   |         |   |         |   |         |

**POLICE - BUDGET JUSTIFICATION**

| Account                             | Department Budget Request | Justification   | Itemized Budgeted Amount  |
|-------------------------------------|---------------------------|---|---|
| 01310 1005 POLICE OVERTIME          | 130,000                   | This account fulfills contractual vacancies and is also intended to meet the NDPS projected workload for criminal investigations, motor vehicle investigations, enforcement activities, firearms training and other similar training sessions, public education activities, Labor Day parade activities, Christmas Tree Lighting activities, some school related activities (i.e. basketball, soccer and football security) and other police related activities. This amount is based upon experience and workload estimates and has been stagnant for several budget cycles. See additional report   | 130,000   |
| 01310 1006 OVERTIME-CIVILIAN        | -                         | No funds are asked for in this fiscal year.   | 130,000   |
| 01310 1008 POLICE OVERTIME - GRANTS | -                         | THIS ACCOUNT HAS BEEN DISCONTINUED IN THE POLICE DEPARTMENT BUDGET. THESE COSTS WILL BE ACCOUNTED FOR IN A POLICE GRANT FUND. THE ASSOCIATED GRANT REVENUES WILL ALSO BE ACCOUNTED FOR IN THE SAME FUND.  | -   |
| 01310 2008 EDUCATION                | 37,560                    | <p>Dues for various professional training organizations</p> <p>Books, publications and magazines</p> <p>Advanced educational reimbursement costs for officers</p> <p>Recruit training costs</p> <p>Firearms, TASAR training costs</p> <p>MRT, HAZ-MAT and Blood borne Pathogens training costs</p> <p>Supervisory and support staff training costs</p> <p>K-9 training costs</p> <p>Off site training courses for personnel</p> <p>Training supplies</p> <p>ADJUSTMENT</p> <p>This line assists our agency in performing our duties to the fullest extent possible. Many of the costs in this line are contractual or mandated. This budget line is also required to maintain certification for agency personnel.</p> | <p>1,500</p> <p>2,000</p> <p>3,060</p> <p>-</p> <p>12,000</p> <p>3,500</p> <p>4,500</p> <p>3,500</p> <p>6,000</p> <p>3,500</p> <p>(2,000)</p> <p>37,560</p> |

**POLICE - BUDGET JUSTIFICATION**

| <b>Account</b>                            |                | <b>Justification</b>   |   |
|---|----------------|--|---|
| Account                                   | Budget Request | Item(s) / Description  | Itemized Budgeted Amount  |
| 01310 2010 TELEPHONE/RADIO COMMUNICATIONS | 17,400         | MDT repair and service<br>Fairfield County Radio Interoperability<br>Portable and Mobile Radio repairs and service<br>Vehicle electronic repair and service<br>Cell phone repairs and service<br><br>Portable/mobile radios will be under warranty and no money is needed.<br>Reminder:Nfinity UPS maintenance expires 2/12/2013*      | 2,000<br>3,000<br>-<br>5,000<br>7,400   |
| 01310 2011 PROGRAM EQUIPMENT SUPPLIES     | 20,000         | Camera Systems Supplies and Repairs<br>Crime Scene Supplies and Equipment<br>Prisoner Supplies<br>First Aid Equipment and Supplies<br>DARE and Youth Development Supplies<br>HAZ-MAT Equipment and Supplies<br>Intoximeter Supplies<br>CPA and SPA Supplies<br>Kitchen Supplies and Equipment<br>This budget line is self explanatory. | 17,400<br><br>2,500<br>2,000<br>750<br>1,000<br>8,750<br>1,000<br>500<br>2,000<br>1,500 |
| 01310 2015 POLICE RECRUITMENT             | -              | Advertising and Entry Level Testing Process<br>Polygraph Costs<br>Psychological Examination Costs<br>Medical Evaluations   | -<br>-<br>-<br>-  |
| 01310 2026 MISCELLANEOUS                  | 4,500          | Dues for Professional Organizations<br>Investigation Costs<br>Prisoner Holding Costs<br>Professional Meetings Costs<br>Shipping Costs<br>Event Costs<br>Petty Cash   | -<br>1,000<br>1,500<br>250<br>250<br>150<br>150<br>1,200                                |
|   |                |  | 4,500   |



## POLICE - BUDGET JUSTIFICATION

| Account                        | Budget Request | Justification<br>Item(s) / Description   | Itemized Budgeted Amount  |
|--------------------------------|----------------|--|---|
| 01310 2034 UNIFORM ALLOWANCE   | 60,500         | Officer Uniform Allowance<br>Uniform Costs for Special Officers, Traffic Agents, School Traffic Agents<br>Cleaning of Uniforms Cost<br>Initial Issue of Uniforms<br>Vest Covers for Officers<br>New Vests for Officers<br>ADJUSTMENT<br>Every thing in this budget line is contractual.<br>It is anticipated that we will receive grants funds to offset the purchase of vests | 27,600<br>2,000<br>14,400<br>8,000<br>5,500<br>6,000<br>(3,000) |
| 01310 2035 SERVICES            | 19,400         | Business machine service and maintenance<br>EAP for police officers and dispatchers<br>Radar maintenance and repairs<br>Respiratory medical evaluations-OSHA Requirement<br>Medical inoculations and testing-OSHA Requirement<br><br>This budget line is necessary to maintain professional services.  | 60,500<br><br>4,200<br>2,200<br>4,000<br>4,000<br>5,000         |
| 01310 4062 COMPUTER OPERATIONS | 158,418        | New World System CAD/RMS SSMA (software subscription maintenance agreement)<br>New World System CAD/RMS Lease Payment<br>New World Systems 3rd Party Software Maintenance AT Solutions<br>Mobile (Cruiser) computer maintenance costs  | 19,400<br><br>76,816<br>67,415<br>1,187<br>13,000               |
| 01310 5002 PATROL CARS         | 120,000        | The increase is due to contractual increases<br><br>See supplemental attached report   | 158,418<br><br>120,000  |
|                                |                |  | 120,000   |

| POLICE - BUDGET JUSTIFICATION |                |  |  |
|-------------------------------|----------------|--|--|
| Account                       | Budget Request | Justification  | Itemized Budgeted Amount               |
| 01310 5080 CAPITAL            | 30,600         | <p>Traffic Engineering Consulting<br/>In Car Camera System Replacement Program</p> <p>The Newtown Police Commission acting as the Local Traffic Authority is requesting \$15,000 for professional traffic studies as they deliberate traffic safety issues</p> <p>The in-car camera system replacement program has been not been funded for 4 years.<br/>(see attached report)</p> | <p>15,000<br/>15,600</p> <p>30,600</p> |

BUDGET JUSTIFICATION  
POLICE OVERTIME  
01310-1005

|    |                                      |                    |
|----|--------------------------------------|--------------------|
| 1. | OFFICER SHIFT COVERAGE-SCHEDULED     | \$15,000.00        |
| 2. | OFFICER SHIFT COVERAGE-NON SCHEDULED | \$38,000.00        |
| 3. | INVESTIGATIONS                       | \$27,000.00        |
| 4. | TRAINING                             | \$22,000.00        |
| 5. | PROVIDING COMMUNITY SERVICE          | \$24,000.00        |
| 6. | SELECT TRAFFIC ENFORCEMENT           | \$14,000.00        |
| 7. | MISCELLANEOUS                        | <u>\$10,000.00</u> |
|    |                                      | \$150,000.00       |
|    | ADJUSTED BY SELECTMAN                | (\$20,000)         |
|    |                                      | <hr/> \$130,000    |

# **Police Car Video Recording Systems**

## **Switching from VHS to Digital video recording**

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Lt. Christopher Vanghele

The Newtown Police Department currently has in-car video camera units installed in five of its cruisers, which represents approximately 35% of our patrol fleet. Three of these systems are older VHS units which are well past their useful life and thus no longer viable. Two of the video units in the fleet are new DVD units. Since these units are the only ones that will be utilized the ratio of patrol vehicles in the fleet that have mobile recording units is actually 14%! The VHS video units were purchased over time primarily using grant funds, which unfortunately are no longer available. The oldest in-car camera is approximately ten years old.

When the original units were purchased VHS technology was still the mainstream with DVD technology still several years away. When the newer units were purchased DVD technology was still in its infancy but was prohibitively expensive and had little support. Like all technology, time has necessitated an upgrade to the digital system. VHS systems are an outmoded form of technology with little to no sales, technological or maintenance support. Point of fact, Newtown's cameras are not only outdated but are all past their useful life and beyond any warranty. They require expensive maintenance and through general wear and tear suffer from non-working parts. Most importantly the VHS tapes deliver a very poor quality and degrade over time. From an evidentiary standpoint this can have a very detrimental effect, causing an officer to lose important evidence in a case or to not be able to prove themselves innocent in allegation of abuse cases. In a recent study undertaken by the International Association of Chiefs of Police officers were acquitted of wrongdoing in 93% of the cases where the alleged incident was being recorded. In fact, as much money can be spent on defending one false allegation against an officer as it would cost to outfit our entire patrol fleet with digital cameras, not to mention the non-financial toll a false allegation takes on the Officer and Department such as increased stress and a reduction in moral.

As with other technological advances DVD in-car video recording cameras have gotten smaller, cheaper, easier to use, and contain more features. DVD Units now cost significantly less than what they did when they first came out. Our current VHS systems use a bulky, flip-down view screen and a very large trunk vault, which contains the VHS recorder. The current DVD cameras that have been purchased are all-in-one models which are smaller and yet have a larger view screen. This eliminates the trunk vault giving more space for other needed equipment as well as making the transfer of the recordings much easier.

The DVD's that will be used provide an image which is of much higher quality, more stable, has better resolution, better magnification, better durability, better audio quality, are cheaper than VHS tapes and have more storage capacity. The new digital units provide an array of important features such as being able to tag and title each taped event, wireless microphones that can act as emergency transponders complete with the officers GPS location, multiple redundancies to safeguard the recordings, automatic crash detection which begins to capture video if the patrol car gets into an accident, and most importantly pre-event recording. This pre-event recording allows the officer to capture video up to two minutes before the officer actually initiates a recording; for example, if an officer witnesses a drunk driver cross the center line of the

roadway they can then start their in-car camera and the camera will record the previous two minutes, actually being able to record the car crossing the line. This is made possible because the camera is always recording. Digital recording offers the most updated, most trustworthy technology to properly and professionally accomplish the Newtown Police Department's mission.



## TOWN OF NEWTOWN

# Memo

To: Chief M. Kehoe  
From: Lt. G. Sinko  
Date: January 31, 2011  
Re: Projection of mileage estimates for fleet

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Below please find the estimates of the mileage for our Department Vehicles. The following vehicles are assigned to our primary Patrol Fleet and have the following estimated mileage projection equivalent to the experience we have recorded. Current mileage was as of 9/1/10.

| CAR # | PURC | 9/1/10 | 7/1/11 | ESTIMATE ON 6/30/12 | EST. REPLACEMENT BUDGET |
|-------|------|--------|--------|---------------------|-------------------------|
| 7     | 2008 | 47,311 | 69,000 | <b>99,000</b>       | <b>11/12</b>            |
| 8     | 2008 | 58,143 | -      | -                   | 10/11                   |
| 9     | 2010 | -      | 25,000 | 55,000              |                         |
| 10    | 2008 | 52,469 | -      | -                   | 10/11                   |
| 11    | 2010 | -      | 25,000 | 55,000              |                         |
| 12    | 2008 | 69,474 | -      | -                   | 10/11                   |
| 13    | 2009 | 20,128 | 42,628 | 72,000              |                         |
| 17    | 2009 | 15,592 | 38,000 | 68,000              |                         |
| 15    | 2008 | 71,042 | -      | -                   | 10/11                   |
| 16    | 2008 | 49,147 | 72,000 | <b>102,000</b>      | <b>11/12</b>            |
| 2     | 2010 | 4,000  | 18,000 | 30,000              |                         |
| K-9   | 2006 | 77,682 | 85,000 | <b>105,000</b>      | <b>11/12</b>            |

**NOTE:** The estimated mileage is at the beginning and end of fiscal year 11/12.

“-“ denotes no mileage at that time or no mileage estimated due to the timing of vehicle replacement.

The following vehicles are assigned to *administrative* and or *Detective Division* personnel. Each vehicle has a specific assignment and as such the mileage varies for each of these vehicles. Car # 1 and Car #2 (CAPT) are assigned to managerial staff. Car #3 is assigned to the two Lieutenants. Cars DURANGO, #4, #5, #6 are assigned to the 8 officers assigned to the Detective Division and are used in some instances by patrol officers with snowy/inclement weather.

| ADM.CAR #<br>(YR Of CAR) | 11/1/08 | 11/09  | 9/10    | 7/2011  | 7/2012         |              |
|--------------------------|---------|--------|---------|---------|----------------|--------------|
| 1 (2005)                 | 69,500  | 82,000 | 108,000 | 122,000 | <b>145,000</b> | <b>11/12</b> |
| 2 (2003)                 | 49,300  | 55,000 | 64,700  | 72,000  | 84,000         |              |
| 3 (2002)                 | 91,440  | 94,600 | 98,000  | 102,000 | 106,000        |              |
| DURANGO<br>(2005)        | 40,000  | 50,000 | 61,000  | 72,000  | 81,000         |              |
| 4 (2000)                 | 65,400  | 70,000 | 73,000  | 78,000  | 85,000         |              |
| 5 (2000)                 | 70,100  | 76,000 | 82,000  | 90,000  | 98,000         |              |
| 6 (2003)                 | 51,900  | 56,000 | 64,000  | 73,000  | 84,000         |              |
| DARE (2001)              | 25,200  | 26,000 | 27,200  | 28,400  | 32,000         |              |

The Traffic Unit has two vehicles assigned to it. They are the **Dodge Charger (2008)** and the **Harley Davidson Motorcycle (2007)**. Both vehicles have very specialized use and as such they have an extended life expectancy.

Based on this review I am requesting \$120,000 in the 2011 / 2012 budget year for the costs to replace the following vehicles: #1, #7, #16, #K-9. The \$120,000 figure accounts for all replacement costs including the new vehicle, changeover of existing equipment, striping of the new vehicle, de-striping of the old vehicle, and replacing any worn and non-serviceable/unusable equipment within the vehicle.

With respect to the vehicles that are our front line emergency equipped vehicles, cars 7 through 17, they are shared by 26 officers assigned to the patrol division. That averages to 2.6 officers per car. Therefore, many of the cars are assigned 3 officers working 3 different shifts. Often times they will run 24 hours a day for several consecutive days.

Our experience shows on average, that one police vehicle is out of service every day for routine maintenance, vehicle repairs, emergency equipment repairs, and electronic equipment repairs and maintenance. Various vendors and town personnel repair and maintain the cruisers and their equipment. These vehicles are also available for training days, court appearances, side jobs, and unpredictable situations like major incidents.

With regard to our replacement policy for the police cruisers, it has been well established and documented that police cruisers be retired before they become unreliable, undependable and potentially hazardous to the public and agency personnel. Our agency policy based upon our experience is premised on that principle. We plan on retiring our cruisers when they reach 80,000 miles and rarely keep cruisers past 100,000 miles. Our police vehicles, once they reach 80,000 miles show the inordinate wear and tear of being a front line emergency response vehicle with well over 110,000 miles on the engine when you consider idling time. The reasons we retire our cruisers at this time, are that these vehicles:

- have multiple drivers racking up excessive mileage in a very short period of time,
- have excessive idling hours
- are driven over uneven surfaces in remote areas of Town
- are driven in the most extreme and poorest weather conditions
- are subject to frequent fast acceleration and deceleration cycles, and
- become unreliable and undependable to drive under extreme conditions.

Altering the replacement plan and policy of the Police Department jeopardizes the reliability of the fleet and compromises acceptable police responses. Municipalities that don't have a fleet management plan, require at some point, large capital expenditures to replace an aging fleet, and spend inordinate amounts of money and time repairing vehicles.

Respectfully,

Lieutenant George Sinko

Operations Lieutenant

Newtown Police



**Newtown Police Department  
Digital Mobile Video Recording Systems  
5 Year Implementation Plan and Replacement Table**

| <b>Camera</b> | <b>Purchase</b> | <b>Cost</b> | <b>Replacement Life</b> |
|---------------|-----------------|-------------|-------------------------|
| 1             | 2011            | \$5,020.00  | 2021                    |
| 2             | 2011            | \$5,020.00  | 2021                    |
| 3             | 2011            | \$5,020.00  | 2021                    |
| 4             | 2012            | \$5,120.00  | 2022                    |
| 5             | 2012            | \$5,120.00  | 2022                    |
| 6             | 2013            | \$5,220.00  | 2023                    |
| 7             | 2013            | \$5,220.00  | 2023                    |
| 8             | 2014            | \$5,320.00  | 2024                    |
| 9             | 2014            | \$5,320.00  | 2024                    |
| 10            | 2015            | \$5,420.00  | 2025                    |
| 11            | 2015            | \$5,420.00  | 2025                    |

The plan is to outfit all of Newtown Police Department's patrol vehicles, which includes the supervisor's vehicle, Traffic Unit vehicle, and Canine Officer's vehicle, with digital mobile video recording systems over a five year period beginning with fiscal year 2011-2012. The plan would necessitate purchasing three cameras this budget cycle to immediately replace 3 failing MVRs, and to proceed with purchasing 2 a year thereafter with a nominal, expected price increase each year. The maximum useful life of the systems under normal wear and tear is ten years.

320 FIRE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Board of Fire Commissioners budget includes funding for the operation of the Town of Newtown's fire protection, which consists of approximately 200 volunteer firefighters, making up five individual departments. Each department operates one firehouse, with the exception of Sandy Hook, which operates from two stations. The Board maintains 28 trucks, and is responsible for all repairs on the 15 trucks owned by the Town. The funding for the Fire Marshall operation is also included in the budget. The Fire Marshall staff is composed of two full time fire marshalls, a full time secretary, four part time deputy fire marshalls, and a part time fire prevention officer. The office has two vehicles. The fire marshalls' office is responsible for plan review, blasting permits, burning permits, and annual building inspections. The office also administers the Town's fire prevention program, providing fire prevention education to schools and businesses. There is a part time Purchasing Agent, who is responsible for obtaining bids for services/major purchases, preparing invoices for Finance, and recordkeeping for the Board.

BUDGET COMMENTARY

The Board of Fire Commissioners is sensitive to the economic climate of the Town. The 2011-2012 budget has been prepared with the goal of not increasing our bottom line over last year. Many individual line items were reduced to reflect actual spending. 4 years of an aggressive truck maintenance program, along with the replacement of 2 front line pumpers, enabled a significant reduction in Truck Maintenance. The Response Improvement Program has been increased to reflect the actual usage that the program has seen over the last two years. The hydrant account has been increased to cover anticipated new hydrants in Sandy Hook. The Insurance line item is very much appreciated by the individual fire departments. The 5 departments have again this year kept their Capitol requests at the same level to offset the insurance amount. The only significant line item increase is in Firehouse Maintenance. This increase is to provide for a new roof for Sandy Hook's main station, which has outlived it's useful life and is leaking in several locations. The building hosts many Town wide classes and functions. The fire department is unable to absorb the cost of the roof at this time.

Note: BOFC Secretarial fees, Tires, Batteries, Chains and truck fuel are included in the Selectman's budget.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

To Help Sandy Hook with a roof replacement. To provide proper funding for the paid driver component of the response improvement program, which had to be discontinued for the fourth quarter last year due to insufficient funding.

|                                      | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>320 FIRE</b>                      |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01320 1001 MARSHALL FEES             | 131,600             | 133,026             | 135,000                        | 135,000                          | 135,000          | 135,000                           |                                    |                                   |
| 01320 1005 SECRETARIAL FEES          | 35,966              | 35,971              | 36,511                         | 36,511                           | 37,149           | 37,149                            |                                    |                                   |
| 01320 1014 MARSHALLS CAR ALLOWANCE   | 2,100               | 1,700               | 2,500                          | 2,500                            | 2,500            | 2,500                             |                                    |                                   |
| 01320 2011 COMM & MARSHALLS SUPPLIES | 842                 | 2,961               | 3,000                          | 3,000                            | 2,500            | 2,500                             |                                    |                                   |
| 01320 2012 FIRE CO GRANTS            | 130,000             | 130,000             | 135,000                        | 135,000                          | 135,000          | 135,000                           |                                    |                                   |
| 01320 2015 TRAINING, FIRE PREVENTION | 66,999              | 64,107              | 66,000                         | 66,000                           | 69,000           | 69,000                            |                                    |                                   |
| 01320 2020 UTILITIES                 | 122,573             | 101,211             | 125,000                        | 125,000                          | 130,000          | 130,000                           |                                    |                                   |
| 01320 2021 FIREHOUSE MAINT. & ALARM  | 31,555              | 15,537              | 16,500                         | 16,500                           | 51,100           | 51,100                            |                                    |                                   |
| 01320 2022 RADIO & PAGER SERVICE     | 14,532              | 26,420              | 24,950                         | 24,950                           | 21,950           | 21,950                            |                                    |                                   |
| 01320 2028 HYDRANTS                  | 64,244              | 87,820              | 64,000                         | 64,000                           | 72,000           | 72,000                            |                                    |                                   |
| 01320 2029 FIRE HOSE                 | 11,777              | 19,499              | 14,970                         | 14,970                           | 13,470           | 13,470                            |                                    |                                   |
| 01320 2035 FIRE FIGHTER SUPPLIES     | 14,129              | 9,905               | 20,650                         | 20,650                           | 15,900           | 15,900                            |                                    |                                   |
| 01320 3050 EQUIPMENT REPAIRS         | 19,882              | 32,448              | 27,200                         | 27,200                           | 28,895           | 28,895                            |                                    |                                   |
| 01320 3051 TRUCK MAINTENANCE         | 91,243              | 79,371              | 78,000                         | 78,000                           | 69,875           | 69,875                            |                                    |                                   |
| 01320 4001 F/F PHYSICALS             | 17,447              | 13,522              | 20,200                         | 20,200                           | 20,200           | 20,200                            |                                    |                                   |
| 01320 4002 F/F INCENTIVE PLAN        | 173,271             | 226,471             | 202,000                        | 202,000                          | 230,000          | 230,000                           |                                    |                                   |
| 01320 4003 INSURANCE                 | -                   | 57,055              | 58,700                         | 58,700                           | 58,700           | 58,700                            |                                    |                                   |
| 01320 5080 CAPITAL                   | 135,820             | 79,470              | 153,501                        | 153,501                          | 85,779           | 85,779                            |                                    |                                   |
| <b>TOTAL FIRE</b>                    | <b>1,063,978</b>    | <b>1,116,494</b>    | <b>1,183,682</b>               | <b>1,183,682</b>                 | <b>1,179,018</b> | <b>1,179,018</b>                  | <b>-</b>                           | <b>-</b>                          |

# **FIRE - POSITION SCHEDULE**

| <u>Account / Position Classification</u> | <u>2010 - 2011 Amended Budget</u> |                                     | <u>2011 - 2012 Requested Budget</u> |                                      | <u>Increase / (Decrease)</u> |                |
|--|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------|----------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Request</u> | <u>Positions</u>             | <u>Budget</u>  |
| 01320 1001 MARSHALL FEES                 |                                   |                                     |                                     |                                      |                              |                |
| Fire Marshall                            | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | -              |
| Assistant Fire Marshall                  | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | -              |
| Part Time Deputy Fire Marshall           | 3                                 | n/a                                 | 3                                   | n/a                                  | 0                            | -              |
| Part Time Purchasing Agent               | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | -              |
|  |                                   | <u>135,000</u>                      |                                     |                                      |                              | <u>135,000</u> |
| 01320 1005 SECRETARIAL FEES              |                                   |                                     |                                     |                                      |                              |                |
| Secretary***                             | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | 638            |
|  |                                   | <u>36,511</u>                       |                                     |                                      |                              | <u>37,149</u>  |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

**note** secretary for the Board of Fire Commissioners is paid out of the Selectman's budget.

## FIRE - BUDGET JUSTIFICATION

| Account                              | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|--------------------------------------|---------------------------------|--|--------------------------------|
| 01320 1014 MARSHALLS CAR ALLOWANCE   | 2,500                           | REIMBURSE PART TIME MARSHALLS FOR USE OF PERSONAL VEHICLES FOR INSPECTIONS   | 2,500                          |
| 01320 2011 COMM & MARSHALLS SUPPLIES | 2,500                           | SUPPLIES FOR FIRE MARSHALL OFFICE AND BOFC PURCHASING AGENT  | 2,500                          |
| 01320 2012 FIRE CO GRANTS            | 135,000                         | MONIES GIVEN EQUALLY TO 5 FIRE DEPARTMENTS TO HELP DEFRAY OPERATING COSTS  | 135,000                        |
| 01320 2015 TRAINING, FIRE PREVENTION | 69,000                          | TRAINING FOR APPROXIMATELY 200 VOLUNTEER FIREFIGHTERS. THIS ANNUAL TRAINING IS REQUIRED TO MAINTAIN COMPLIANCE WITH OSHA, NFPA, AND OTHER STATE AND FEDERAL REQUIREMENTS | 58,000                         |
|                                      |                                 | CONTINUING EDUCATION FOR 2 FULL TIME AND 5 PART TIME MARSHALLS   | 5,000                          |
|                                      |                                 | FIRE PREVENTION MATERIALS USED IN FIRE PREVENTION EDUCATION FOR SCHOOLS AND BUSINESSES   | 6,000                          |
|                                      |                                 |  | 69,000                         |

## FIRE - BUDGET JUSTIFICATION

| Account                             | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount              |
|-------------------------------------|---------------------------------|--|---|
| 01320 2020 UTILITIES                | 130,000                         | ELECTRICITY, OIL, GAS, AND WATER FOR 6 FIREHOUSES<br><br>THIS LINE ITEM IS NOT BEING INCREASED TO TO THE ANTICIPATED SAVING FROM THE ONGOING BOILER REPLACEMENT PROGRAM BEING IMPLEMENTED AT THE INDIVIDUAL FIREHOUSES | 130,000                                     |
| 01320 2021 FIREHOUSE MAINT. & ALARM | 51,100                          | ALARM MAINTENANCE, GENERATOR MAINTENANCE, FURNACE MAINTENANCE FOR 6 FIREHOUSES<br><br>ROOF REPLACEMENT FOR SANDY HOOK MAIN STATION<br><br>ALARM SERVICE FEE  | 130,000<br><br>8,500<br><br>41,000<br>1,600 |
| 01320 2022 RADIO & PAGER SERVICE    | 21,950                          | REPAIRS TO ALL TOWN OWNED FIRE DEPARTMENT RADIOS AND PAGERS<br><br>NEXTEL SERVICE FOR FIRE MARSHALL'S OFFICE   | 51,100<br><br>19,450<br>2,500               |
| 01320 2028 HYDRANTS                 | 72,000                          | PRESSURIZED HYDRANT SERVICE<br><br>REPAIRS AND UPKEEP OF DRY HYDRANTS AND SUPPRESSION TANKS<br><br>NEW DRY HYDRANTS  | 21,950<br><br>70,000<br>2,000<br><br>-      |
|                                     |                                 |  | 72,000                                      |

## FIRE - BUDGET JUSTIFICATION

| Account                          | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|----------------------------------|---------------------------------|--|--------------------------------|
| 01320 2029 FIRE HOSE             | 13,470                          | REQUIRED ANNUAL HOSE TESTING FOR 40,000 FEET OF FIRE HOSE<br>REPLACEMENT HOSE  | 11,970<br>1,500                |
| 01320 2035 FIRE FIGHTER SUPPLIES | 15,900                          | FIREFIGHTING AND MEDICAL SUPPLIES, AS NEEDED, FOR 5 FIRE DEPARTMENTS, AS WELL AS<br>REQUIRED SUPPLIES AND CLOTHING FOR FIRE MARSHALL'S OFFICE  | 13,470<br>15,900               |
| 01320 3050 EQUIPMENT REPAIRS     | 28,895                          | PERFORM ANNUAL REQUIRED TESTING AND REPAIR OF FIREFIGHTING EQUIPMENT   | 15,900<br>28,895               |
| 01320 3051 TRUCK MAINTENANCE     | 69,875                          | PERFORM ANNUAL REQUIRED PUMP TESTING, PUMP SERVICE, TRANSMISSION SERVICE,<br>GENERATOR SERVICE, AERIAL TESTING, AND DOT INSPECTION OF 23 FIRE APPARATUS<br>PERFORM ALL NECESSARY REPAIR WORK TO 15 TOWN OWNED TRUCKS | 28,895<br>69,875               |
|                                  |                                 |  | 69,875                         |

## FIRE - BUDGET JUSTIFICATION

| Account                       | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|-------------------------------|---------------------------------|---|--------------------------------|
| 01320 4001 F/F PHYSICALS      | 20,200                          | REQUIRED PHYSICALS FOR APPROXIMATELY 200 VOLUNTEER FIREFIGHTERS   | 20,200                         |
| 01320 4002 F/F INCENTIVE PLAN | 230,000                         | PROVIDE FUNDING FOR VOLUNTEER FIREFIGHTER LENGTH OF SERVICE AWARDS PROGRAM. AMOUNT IS BASED ON ACTUARIAL VALUATION REPORT PLUS RECOMMENDED 10%.   | 20,200<br>130,000              |
| 01320 4003 INSURANCE          | 58,700                          | PROVIDE FUNDING FOR FIRE RESPONSE IMPROVEMENT PLAN<br><br>PAY FOR 5 FIRE DEPARTMENTS' INSURANCE FOR PROPERTY, LIABILITY AND TRUCKS THIS IS A NEW ITEM. THE 5 FIRE DEPARTMENTS ARE ASKING FOR HELP FROM THE TOWN WITH THE INCREASING INSURANCE BURDEN BEING PLACED ON VOLUNTEER ORGANIZATIONS. IN EXCHANGE FOR THIS CONSIDERATION, THE DEPARTMENTS ARE WILLING TO DECREASE THEIR CAPITOL REQUESTS BY AN EQUAL DOLLAR AMOUNT. | 100,000<br>230,000<br>58,700   |
| 01320 5080 CAPITOL            | 85,779                          | CAPITOL ITEMS (SEE ATTACHED SHEET)  | 58,700<br>85,779               |
|                               |                                 |   | 85,779                         |



# CAPITOL - 2011 - 2012

| Item                    | H&L | SH | BTFD | HAW | DODG | FM | TOTAL | UNIT PRICE | TOTAL         |
|-------------------------|-----|----|------|-----|------|----|-------|------------|---------------|
| Turnout Gear            | 2   | 2  |      |     |      | 1  | 5     | 2,150      | 10,750        |
| Boots                   | 2   | 2  |      |     |      | 1  | 5     | 275        | 1,375         |
| Helmets                 | 2   | 2  |      |     |      | 1  | 5     | 250        | 1,250         |
| 30 min Air Bottles      | 8   |    |      |     |      |    | 8     | 800        | 6,400         |
| 45 min Air Bottles      |     |    |      |     |      |    | 0     | 1,100      | -             |
| Pagers & Chargers       |     | 3  |      | 6   |      |    | 9     | 600        | 5,400         |
| Portable Radios         |     |    |      |     |      |    | 0     | 1,800      | -             |
| Hurst Hose              | 1   |    |      |     |      |    | 1     | 1,155      | 1,155         |
| Hurst Cutters           | 1   |    |      |     |      |    | 1     | 6,169      | 6,169         |
| Tac Stik                | 1   |    |      |     |      |    | 1     | 314        | 314           |
| Partner Saw w/ Blades   | 1   |    |      |     |      |    | 1     | 1,534      | 1,534         |
| K960 Diamond Blade      | 1   |    |      |     |      |    | 1     | 296        | 296           |
| Unifire Chains          | 3   |    |      |     |      |    | 3     | 305        | 915           |
| Smooth Bore Nozzle      |     | 1  |      |     |      |    | 1     | 530        | 530           |
| TFT Nozzle              |     | 1  |      |     |      |    | 1     | 875        | 875           |
| K12 Saw                 |     | 1  |      |     |      |    | 1     | 1,200      | 1,200         |
| Haz Mat Trailer         |     | 1  |      |     |      |    | 1     | 4,900      | 4,900         |
| Letter & Striping       |     | 1  |      |     |      |    | 1     | 1,000      | 1,000         |
| Forestry Hose Pak       |     |    | 3    |     |      |    | 3     | 200        | 600           |
| TFS Hose Bands          |     |    | 3    |     |      |    | 3     | 95         | 285           |
| 20# CO2 Ext             |     |    | 2    |     |      |    | 2     | 300        | 600           |
| Kochek 5 way manifold   |     |    | 1    |     |      |    | 1     | 1,600      | 1,600         |
| Streamlite Survivors    |     |    | 10   |     |      |    | 10    | 90         | 900           |
| Rescue Filters          |     |    | 16   |     |      |    | 16    | 200        | 3,200         |
| K tool kit              |     |    | 1    |     |      |    | 1     | 150        | 150           |
| Groves Red Rack         |     |    | 12   |     |      |    | 12    | 225        | 2,700         |
| Hose Washer             |     |    | 1    |     |      |    | 1     | 750        | 750           |
| Fyrestik nozzle         |     |    | 1    |     |      |    | 1     | 900        | 900           |
| 18V Battery impacker    |     |    | 1    |     |      |    | 1     | 300        | 300           |
| 18V Dewalt Drill        |     |    | 1    |     |      |    | 1     | 300        | 300           |
| Collapsible Cone Kit    |     |    | 1    |     |      |    | 1     | 300        | 300           |
| Duckbill Lock Breaker   |     |    | 1    |     |      |    | 1     | 110        | 110           |
| Foldatank Liner         |     |    | 1    |     |      |    | 1     | 1,551      | 1,551         |
| Hurst Quik Connects     |     |    |      |     |      |    | 1     | 5,220      | 5,220         |
| Thermal Imager          |     |    |      |     |      |    | 1     | 11,360     | 11,360        |
| 2 1/2" Hydrant Gate     |     |    |      |     |      |    | 1     | 450        | 450           |
| Defender Helmet Shields |     |    |      |     |      |    | 5     | 110        | 550           |
| Hurst Spreader          |     |    |      | 1   |      |    | 1     | 8,300      | 8,300         |
| Bullex Props            |     |    |      |     |      | 2  | 2     | 795        | 1,590         |
|                         |     |    |      |     |      |    |       |            | <b>85,779</b> |

CAPITOL

### 330 EMERGENCY MANAGEMENT/N.U.S.A.R.

#### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Emergency Management Dept. consists of the EMD, Two Deputy EMD and administrative support from the Fire Marshal's Administrative Assistant. The mission of the Newtown Emergency Management Department is to direct and coordinate all available resources to protect the life and property of the citizens of Newtown in the event of a disaster or crisis. This is accomplished through a collaborative program of prevention, planning, preparedness, response, recovery and public education. Our local partnerships with the police, fire, EMS, Public Health and The American Red Cross are key to this Departments efficiency, effectiveness and overall success.

NUSAR- NUSAR is the only team in the area that provides water and ice rescue and recovery, both surface and subsurface.

#### BUDGET COMMENTARY

Increase of \$1,500.00 in 01330 1006 Clerical to cover additional Deputy Director. Maureen Will was appointed to this position in June 2010 with no compensation. This position gives added coverage for after hour incidents, meetings etc. She will be assisting in researching and securing grants. Maureen assisted me in writing and securing the grant for the generator for our building. Slight increase in Contractual Services 01330 4060 due to E.O.C opening.

The Emergency Management budget for 2011-2012 is decreased by \$2,915.00.

NUSAR- All items in NUSAR's requested budget are updates to equipment which have meet their life expectancy or are in need to communicated with other mutual aid agencies. Items to increase efficiency and safety during operations, full face masks, dry suits and side scan sonar.

#### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

1. Completed review, update and state acceptance of the towns' Emergency Operations Plan.
2. Received grants \$78,033.00 for 200KW generator to serve Municipal Building
3. Attended many planning and training sessions and conferences including Rocky River, Shepaug & Stevenson Dam Action Plan, LEM Directors Meeting.

Emergency Management Goals for 2011-2012 - Conduct Tabletop exercise, continue to work with the town's emergency department and State and Federal Homeland Security agencies to protect the citizens of Newtown.

NUSAR- In the past year we have assisted 5 area towns with water incidents and have been apart of, or the safety team for different events involving water or ice. We maintain a lifejacket loaner program for children at no cost to the Town. NUSAR provides water safety education through public events and appearances at group meetings (i.e. scouts, public service organizations and clubs)

NUSAR Goals- 2011-2012- are to continue to educate the public in water safety and to advance NUSAR's abilities to service the public.

| 330 EMERGENCY MANAGEMENT/N.U.S.A.R.  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01330 1006 CLERICAL                  | 6,300               | 7,500               | 8,250                          | 8,250                            | 9,750            | 9,750                             |                                    |                                   |
| 01330 2011 SUPPLIES                  | -                   | 346                 | 400                            | 400                              | 400              | 400                               |                                    |                                   |
| 01330 2014 TRAVEL                    | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01330 2016 GAS/UTILITIES             | 4,014               | 3,718               | 4,200                          | 4,200                            | 4,200            | 4,200                             |                                    |                                   |
| 01330 2031 EDUCATION                 | 3,461               | 2,984               | 4,000                          | 4,000                            | 4,000            | 4,000                             |                                    |                                   |
| 01330 4001 PHYSICALS                 | 1,893               | 1,357               | 3,150                          | 3,150                            | 3,150            | 3,150                             |                                    |                                   |
| 01330 4060 CONTRACTUAL SERVICES      | 7,348               | 7,524               | 9,800                          | 9,800                            | 10,396           | 10,396                            |                                    |                                   |
| 01330 5080 CAPITAL                   | 8,492               | 10,180              | 13,245                         | 13,245                           | 8,234            | 8,234                             |                                    |                                   |
| TOTAL EMERGENCY MANAGEMENT/DIVE TEAM | 31,509              | 33,609              | 43,045                         | 43,045                           | 40,130           | 40,130                            | -                                  | -                                 |

**EMERGENCY MANAGEMENT/N.U.S.A.R. - POSITION SCHEDULE**

01330 1006 CLERICAL

# EMERGENCY MANAGEMENT/N.U.S.A.R. - BUDGET JUSTIFICATION

| Account                  | Department<br>Budget<br>Request | Justification<br>Item(s) / Description                                   | Itemized<br>Budgeted<br>Amount |
|--------------------------|---------------------------------|--|--------------------------------|
| 01330 2011 SUPPLIES      | 400                             | Office supplies for EMD office and the new EOC                           | 400                            |
| 01330 2014 TRAVEL        | -                               |  | 400                            |
| 01330 2016 GAS/UTILITIES | 4,200                           | Heat, Electricity for NUSAR Building                                     | -<br>4,200                     |
| 01330 2031 EDUCATION     | 4,000                           | Continuing Education of EMD & Dep. EMD as well as the NUSAR Team members | 4,200<br>4,000                 |
|                          |                                 |  | 4,000                          |

# EMERGENCY MANAGEMENT/N.U.S.A.R. - BUDGET JUSTIFICATION

| Account                         | Budget Request | Justification   | Itemized Budgeted Amount                                      |
|---------------------------------|----------------|---|---|
| 01330 4001 PHYSICALS            | 3,150          | OSHA required physicals for NUSAR team members (15 physicals @ \$210.00 each)   | 3,150   |
| 01330 4060 CONTRACTUAL SERVICES | 10,396         | CodeRed (emergency phone notification system (25,000 minutes)<br>Fire & Security Alarm System monitoring \$33.00/ month<br>Fire & Security Alarm System service<br>Generator Service<br><br>Radio & Pager Repair - EM Man. and NUSAR<br>Equipment Service & Repair - NU & Emergency Man.  | 3,150<br><br>5,000<br>396<br>250<br>750<br><br>1,500<br>2,500 |
| 01330 5080 CAPITAL              | 8,234          | 1. Homeland Security Hazmat Kit<br>2. Nims / KS Field Incident Command Flag Kit<br>3. Accountability Command Boards 2@ 175.00<br>4. 2 AGA Full Face Masks (Replacements) \$1100.00 ea.<br>5. 2 Viking Extreme Dry Suits (Replacements) \$1300.00 Ea.<br>6. 8 Mustang MD 3183 Hydrostatic Orange PDF's @ \$331.16 ea.<br><br>committing divers | 10,396<br><br>85<br>350<br>350<br>2,200<br>2,600<br>2,649     |
|                                 |                |   | 8,234   |

### 340 CANINE CONTROL

#### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Canine Department is responsible for the animal control within the Town of Newtown. Some of our responsibilities include but are not limited to:

- A. Respond to injured/lost animal cases (domestic and wildlife)
- B. Feed, house and monitor lost animals
- C. Return lost animals to owners; advertise and find homes for unclaimed domestic animals
- D. Respond to and monitor animal neglect reports
- E. Coordinate adoption services for unclaimed animals
- F. Maintain strong volunteer services to help with walking and socializing dogs; training and handling services to people adopting animals
- G. Coordinate services with animal welfare groups in Newtown such as Canine Advocates, spay & Neuter of Newtown & the Animal Center
- H. Maintain a good working relationship with local veterinarians
- I. Enforce state and local laws as it pertains to animal control

#### BUDGET COMMENTARY

The salary line items in the budget reflects a change in presentation. Two part-time ACO positions have been eliminated. The full time Kennel Keeper position has been eliminated. All those positions mentioned have been rolled into two full time assistant animal control positions. The hours with the part time kennel keeper position was reduced (those hours will be filled with the full time animal control positions). As with the last FY, there are no capital or large item purchases in this budget.

#### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

The goals for 2011-2012 will be to move into a new Animal Control Facility. It is anticipated at this point, that no new personnel will be needed when a facility is built and becomes operational. The organizational configuration is being changed to bring clarity in the chain of command and to advance unity of command. Animal Control continues to find adoptable families for all animals that come to our facility. Our goals each year is to humanely care for all stray, lost or turned over pets. Animal control responds to approximately 65-90 calls during each month, including 15-20 animal control incidents. In the past, we established an unpaid internship program with the Newtown High School which involved a life skills student and job coach to assist with housekeeping duties and feeding animals twice a week. Animal control continues to collaborate and maintains a unique relationship with various Newtown animal groups thereby enhancing its mission to the public and to the animals within Newtown.

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**340 CANINE CONTROL**  
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|  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01340 1001 SALARIES                    | 99,294              | 97,818              | 108,451                        | 108,451                          | 108,034          | 108,034                           |                                    |                                   |
| 01340 2001 DOG WARDEN HEALTH INSURANCE | 27,718              | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01340 2008 EDUCATION                   | 900                 | 525                 | 1,000                          | 1,000                            | 1,000            | 1,000                             |                                    |                                   |
| 01340 2011 SUPPLIES                    | 4,946               | 4,801               | 5,000                          | 5,000                            | -                | -                                 |                                    |                                   |
| 01340 2034 UNIFORMS                    | 499                 | 1,438               | 1,000                          | 1,000                            | 1,500            | 1,500                             |                                    |                                   |
| 01340 2036 VACCINATIONS                | 2,816               | 3,000               | 3,000                          | 3,000                            | 1,500            | 1,500                             |                                    |                                   |
| 01340 5080 CAPITAL                     | -                   | 28,788              | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL CANINE CONTROL                   | 136,173             | 136,370             | 118,451                        | 118,451                          | 112,034          | 112,034                           | -                                  | -                                 |



## CANINE CONTROL - POSITION SCHEDULE

| <u>Account / Position Classification</u>     | <u>2010 - 2011 Amended Budget</u> |                                     | <u>2011 - 2012 Requested Budget</u> |                                      | <u>Increase / (Decrease)</u> |                |
|--|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------|----------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Request</u> | <u>Positions</u>             | <u>Budget</u>  |
| <b>01340 1001 SALARIES</b>                   |                                   |                                     |                                     |                                      |                              |                |
| Supervisory Assistant Animal Control Officer | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | -              |
| Kennel Attendant ***                         | 1                                 | n/a                                 | 0                                   | n/a                                  | -1                           | (28,203)       |
| Assistant Animal Control Officer             | 0                                 | n/a                                 | 2                                   | n/a                                  | 2                            |                |
| Part Time Animal Control Officer             | 2                                 | n/a                                 | 0                                   | n/a                                  | -2                           | (28,740)       |
| Part Time Kennel Attendant                   | 1                                 | n/a                                 | 1                                   | n/a                                  | 0                            | (2,100)        |
|  |                                   | <u>108,451</u>                      |                                     |                                      |                              | <u>108,034</u> |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

The part time kennel keepers work on weekends, Saturday (7:00AM to 3:00PM) and Sunday for 2 hours. On Saturday their primary duties are to maintain the kennels and animals within the facility, assist with redemption of dogs and answer questions relative to adoption of animals. On Sunday the kennel keeper's primary job is to maintain the facility and animals within the facility. They are paid \$10.50 per hour.

The cost breakdown is as follows: 10 hours (x) times 52 weeks (X) times \$10.50=\$5460

# **CANINE CONTROL - BUDGET JUSTIFICATION**

| <b>Account</b>                         |                           | <b>Justification</b>  |                          |
|--|---------------------------|---|--------------------------|
| Account                                | Department Budget Request | Item(s) / Description   | Itemized Budgeted Amount |
| 01340 2001 DOG WARDEN HEALTH INSURANCE | -                         | THIS LINE ITEM HAS BEEN ADDED TO THE HEALTH DEPARTMENT (270) WITH ALL THE OTHER HEALTH INSURANCE ITEMS. IT IS NOT NECESSARY TO HAVE A SEPARATE LINE ITEM FOR DOG WARDEN HEALTH INSURANCE. | -                        |
| 01340 2008 EDUCATION                   | 1,000                     | CONNECTICUT MUNICIPAL ANIMAL CONTROL OFFICERS ASSOCIATION (CMACOA) CONFERENCE; THE NATIONAL ANIMAL CONTROL OFFICERS SEMINAR AND CONFERENCE  | 425<br>575               |
| 01340 2011 SUPPLIES                    | -                         | These monies provide for ongoing training of staff in new laws and new programs.<br><br>CLEANING SUPPLIES<br>PET FOOD<br>OTHER MISCELLANEOUS ANIMAL CONTROL SUPPLIES AND EQUIPMENT        | 1,000                    |
| 01340 2034 UNIFORMS                    | 1,500                     | All supply expenditures will be paid from Dog Fund monies (Fund 66)<br><br>UNIFORMS FOR ALL STAFF: FULL TIME AND PART TIME<br><br>This fund purchases mandated Animal Control uniforms.   | -<br>1,500               |
|  |                           |   | 1,500                    |

**CANINE CONTROL - BUDGET JUSTIFICATION**

| <b>Account</b>          |                | <b>Justification</b>   |                          |
|-------------------------|----------------|--|--------------------------|
| Account                 | Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01340 2036 VACCINATIONS | 1,500          | VACCINATIONS FOR STAFF<br>VET CARE<br><br>The funds in this line will be used for rabies vaccinations for existing and new staff.<br>Vet care expenditures will be paid from Dog Fund monies (Fund 66) | 1,500<br>-               |
| 01340 5080 CAPITAL      | -              | NO CAPITAL PURCHASES   | 1,500<br>-               |
|                         |                |  | -                        |

360 LAKE AUTHORITIES

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

**Lake Zoar Authority:** Established by, by ordinance, in accordance with the Connecticut General Statutes. The Authority is comprised of the Town of Newtown and other towns having Lake Zoar within their territorial limits. The Authority has the power to (1) control and abate algae and aquatic weeds in cooperation with the State Water Resources Commission, (2) study water management including but not limited to water depth and circulation and make recommendations for action to members Towns, and (3) to act as agent for member towns with respect to filing applications for grants and reimbursements with the Department of Environmental Protection and other State Agencies in connection with State and Federal Programs.

The LZA also is responsible to operate a marine patrol to foster a safe boating environment.

BUDGET COMMENTARY

Lake Zoar Authority: This budget request is approximately \$9,500 more than last year but is inclusive of weed treatment funding and funds to be put in the non-recurring expense account for future replacement of boats/motors/harvesting barge equipment. See LZA budget worksheet -

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

LZA Goals: To provide a safe boating environment on the lake and to continue to take steps to control the invasive weed problem and investigate areas to improve overall water quality.

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**360 LAKE AUTHORITIES**  
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|                                      | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01360 0000 LAKE LILLINONAH AUTHORITY | 23,582              | 23,672              | 23,672                         | 23,672                           | 23,672           | 23,672                            |                                    |                                   |
| 01360 0003 LAKE ZOAR AUTHORITY       | 50,193              | 25,425              | 25,405                         | 25,405                           | 32,438           | 32,438                            |                                    |                                   |
| TOTAL LAKE AUTHORITIES               | 73,775              | 49,097              | 49,077                         | 49,077                           | 56,110           | 56,110                            | -                                  | -                                 |

# LAKE AUTHORITIES - BUDGET JUSTIFICATION

| Account                              |  | Department<br>Budget<br>Request | Justification  |  | Itemized<br>Budgeted<br>Amount |
|--------------------------------------|--|---------------------------------|--|--|--------------------------------|
| Account                              |  |                                 | Item(s) / Description  |  |                                |
| 01360 0000 LAKE LILLINONAH AUTHORITY |  | 23,672                          |  |  | 23,672                         |
| 01360 0003 LAKE ZOAR AUTHORITY       |  | 32,438                          | <div><div><div>EXPENSES:</div><div><div>09/10</div><div>10/11</div><div>11/12</div></div><div><div>PAYROLL &amp; TAXES</div><div>13,970</div><div>14,950</div><div>16,550</div></div><div><div>LAW ENFORCEMENT</div><div>28,007</div><div>27,300</div><div>25,500</div></div><div><div>INSURANCE</div><div>19,844</div><div>19,000</div><div>18,850</div></div><div><div>BOATS &amp; MOTORS</div><div>14,461</div><div>14,050</div><div>14,300</div></div><div><div>OFFICE EXPENSE</div><div>5,557</div><div>8,070</div><div>5,050</div></div><div><div>FUEL</div><div>4,836</div><div>5,750</div><div>6,500</div></div><div><div>WATER QUALITY</div><div>20,010</div><div>15,000</div><div>23,500</div></div><div><div>OTHER</div><div>-</div><div>500</div><div>22,500</div></div><div><div></div><div>106,685</div><div>104,620</div><div>132,750</div></div></div></div> <div><div>TOWN SHARE:</div><div><div>10/11</div><div>11/12</div></div><div><div>NEWTOWN</div><div>25,405</div><div>32,438</div></div><div><div>MONROE</div><div>25,405</div><div>32,438</div></div><div><div>SOUTHBURY</div><div>25,405</div><div>32,438</div></div><div><div>OXFORD</div><div>25,405</div><div>32,438</div></div><div><div></div><div>101,620</div><div>129,752</div></div><div><div>First Light</div><div>3,000</div><div>3,000</div></div><div><div></div><div>104,620</div><div>132,752</div></div></div> |  | 32,438                         |



LAKE ZOAR AUTHORITY  
P.O. Box 931 Southbury, CT 06488

To: Member Town 1<sup>st</sup> Selectmen and Board of Finance  
From: Lake Zoar Authority  
Subject: Budget for Fiscal Year 2012  
Date: November 22, 2010

This submits the Lake Zoar Authority fiscal 2012 budget of \$132,750.

The proposed budget increase of \$28,130 from fiscal 2011 to fiscal 2012 is from the following:

- \$23,500 from \$15,000 in Fiscal 2011 budget for the treatment of invasive weeds. \$15,000 was budgeted in Water Quality for fiscal 2011, this funding and an additional \$18,000 is expected to be spent on systemic weed treatment in June 2011 (the additional money coming from fiscal year 2011 savings in other areas and use of funds from the weed abatement reserve fund). The combination of the lack of budget funding for weed treatment in fiscal 2010 and the hot/dry weather between April and September in 2010 have greatly compounded the weed problem on Lake Zoar (and other Connecticut lakes). Funding in fiscal 2012 for continued aggressive weed abatement is essential to preventing the invasive weeds from taking over.
- \$10,000 from \$0 in fiscal 2011 budget for the Weed Abatement Fund. In response to inevitable and unpredictable effects of the weather on invasive weeds, the LZA established a fund to allow for more immediate response to weed growth. This fund would allow the LZA to contract for additional application(s) of the weed treatments and/or use of more expensive and aggressive herbicide chemicals during treatments.
- \$12,500 from \$0 in Fiscal 2011 budget for non-recurring expense fund (reserving funds for future replacement of marine patrol boats/motors and weed harvesting barge). It was determined that no reserve funds would be included in the fiscal 2011 budget. We have included a non-recurring expense schedule with the budget including proposed annual funding and estimated future expenditures. By allocating \$12,500 per year to this fund the projected capital equipment replacement can be accomplished at appropriate time without major spikes to a single year's budget.

The inclusion of aggressive weed treatment and funding for future replacement of boats/motors/harvester barge results in the fiscal 2012 budget allocation per member town being \$7000 more than fiscal 2011 (\$12,500 more for Monroe since Monroe provided \$20,000 in funding as compared to the \$25,405 provided by Newtown, Oxford and Southbury).

It should be noted that in the current year, fiscal 2011, the marine patrol costs are now projected to be less than budgeted, this is because of loss of use of one of our patrol boats due to a damaged motor this past July and August rather than a lesser need for patrolling.

Respectively Submitted,

Bob Mouchantat  
Lake Zoar Authority, Treasurer

| EXPENSES                                 | Fiscal Year 2010 |                    | Fiscal Year 2011 (Current) |                            |                                       | FY 2012             |                  |
|--|------------------|--------------------|----------------------------|----------------------------|---------------------------------------|---------------------|------------------|
|  | 09/10<br>Budget  | 09/10<br>Actual    | 10/11<br>Budget            | 10/11 YTD<br>Thru 10/31/10 | 10/11 Estimated<br>11/10/9 to 6/30/10 | 10/11<br>Est. Total | Proposed Budget  |
|  |                  |                    |                            |                            |                                       |                     |                  |
| Payroll - employees (Harvester)          | \$4,000          | \$2,511            | \$4,000                    | \$4,500                    | \$1,680                               |                     | \$5,000          |
| Payroll- employees (Safety)              | \$9,800          | \$9,598            | \$8,400                    | \$5,545                    | \$3,060                               |                     | \$9,500          |
| Payroll taxes                            | \$1,500          | \$1,183            | \$1,750                    | \$959                      | \$292                                 |                     | \$1,400          |
| Payroll Processing Fee                   | \$800            | \$678              | \$800                      | \$347                      | \$250                                 |                     | \$650            |
| <b>Total Payroll &amp; Taxes</b>         | <b>\$16,100</b>  | <b>\$13,970</b>    | <b>\$14,950</b>            | <b>\$11,351</b>            | <b>\$5,282</b>                        | <b>\$16,633</b>     | <b>\$16,550</b>  |
| Salaries - Law Enforcement               | \$38,000         | \$28,007           | \$27,300                   | \$11,521                   | \$9,450                               |                     | \$25,500         |
| Insurance - workers comp                 | \$1,000          | \$2,181            |                            | (\$83)                     | \$1,000                               |                     | \$1,000          |
| Insurance - Boats                        | \$11,500         | \$11,305           | \$11,500                   | \$11,505                   | \$0                                   |                     | \$11,500         |
| Insurance - liability                    | \$6,500          | \$6,358            | \$6,500                    | \$6,350                    | \$0                                   |                     | \$6,350          |
| <b>Total Insurance</b>                   | <b>\$19,000</b>  | <b>\$19,844</b>    | <b>\$19,000</b>            | <b>\$17,792</b>            | <b>\$1,000</b>                        | <b>\$18,792</b>     | <b>\$18,850</b>  |
| Repairs & Maint                          | \$5,000          | \$8,242            | \$5,500                    | \$2,028                    | \$3,500                               |                     | \$5,500          |
| Operating Supplies                       | \$1,500          | \$0                | \$1,500                    | \$0                        | \$750                                 |                     | \$1,250          |
| Boat Slips                               | \$3,000          | \$2,920            | \$3,500                    | \$0                        | \$3,500                               |                     | \$3,500          |
| Trailer storage                          | \$300            | \$0                | \$300                      | \$0                        | \$300                                 |                     | \$300            |
| Boat Storage                             | \$2,000          | \$2,134            | \$2,250                    | \$0                        | \$2,250                               |                     | \$2,250          |
| Boat Equipment                           | \$1,000          | \$1,165            | \$1,000                    | \$87                       | \$1,900                               |                     | \$1,500          |
| <b>Total Boats &amp; Motors</b>          | <b>\$12,800</b>  | <b>\$14,461</b>    | <b>\$14,050</b>            | <b>\$2,115</b>             | <b>\$12,200</b>                       | <b>\$14,315</b>     | <b>\$14,300</b>  |
| Professional fees                        | \$1,600          | \$2,914            | \$3,000                    | \$804                      | \$1,200                               |                     | \$2,500          |
| Communications                           | \$600            | \$599              | \$720                      | \$0                        | \$0                                   |                     | \$0              |
| Website                                  | \$1,000          | \$0                | \$600                      | \$150                      | \$450                                 |                     | \$600            |
| Reverse 911                              | \$0              | \$0                | \$0                        | \$0                        | \$0                                   |                     | \$0              |
| Copies                                   | \$300            | \$73               | \$150                      | \$0                        | \$150                                 |                     | \$0              |
| Clerical Expense                         | \$2,800          | \$0                | \$1,500                    | \$0                        | \$0                                   |                     | \$100            |
| Office expense                           | \$400            | \$277              | \$350                      | \$293                      | \$100                                 |                     | \$0              |
| Rent - Office                            | \$1,000          | \$1,500            | \$1,500                    | \$1,500                    | \$0                                   |                     | \$350            |
| Postage                                  | \$250            | \$194              | \$250                      | \$66                       | \$100                                 |                     | \$1,500          |
| <b>Total Office Expenses</b>             | <b>\$7,950</b>   | <b>\$5,557</b>     | <b>\$8,070</b>             | <b>\$2,813</b>             | <b>\$2,000</b>                        | <b>\$4,813</b>      | <b>\$5,050</b>   |
| Harvester Fuel                           | \$1,000          | \$438              | \$750                      | \$589                      | \$150                                 |                     | \$750            |
| Boat fuel                                | \$5,250          | \$4,398            | \$5,000                    | \$2,887                    | \$1,500                               |                     | \$5,750          |
| <b>Total Fuel</b>                        | <b>\$6,250</b>   | <b>\$4,836</b>     | <b>\$5,750</b>             | <b>\$3,476</b>             | <b>\$1,650</b>                        | <b>\$5,126</b>      | <b>\$6,500</b>   |
| Consulting-Environmental                 | \$1,000          | \$1,560            | \$3,000                    | \$0                        | \$4,000                               |                     | \$5,000          |
| Water testing                            | \$3,000          | \$725              | \$3,000                    | \$0                        | \$0                                   |                     | \$0              |
| Weed treatment                           | \$0              | \$17,725           | \$9,000                    | \$0                        | \$29,000                              |                     | \$18,500         |
| <b>Total Water Quality</b>               | <b>\$4,000</b>   | <b>\$20,010</b>    | <b>\$15,000</b>            | <b>\$0</b>                 | <b>\$33,000</b>                       | <b>\$33,000</b>     | <b>\$23,500</b>  |
| Advertising/Education                    | \$500            | \$0                | \$500                      | \$0                        | \$250                                 |                     | \$0              |
| Memberships                              | \$100            | \$0                | \$0                        | \$0                        | \$0                                   |                     | \$0              |
| Non-recurring Expense Fund               | \$0              | \$0                | \$0                        | \$0                        | \$0                                   |                     | \$0              |
| Weed Abatement Reserve Fund              | \$0              | \$0                | \$0                        | \$0                        | \$0                                   |                     | \$12,500         |
| Grant                                    | \$0              | \$0                | \$0                        | \$0                        | \$0                                   |                     | \$10,000         |
| <b>Total</b>                             | <b>\$104,700</b> | <b>\$106,685</b>   | <b>\$104,620</b>           | <b>\$49,068</b>            | <b>\$64,832</b>                       | <b>\$113,900</b>    | <b>\$132,750</b> |
| <b>REVENUE/ALLOCATIONS</b>               |                  |                    |                            |                            |                                       |                     |                  |
| Towns' Support                           | 25%<br>\$25,425  | Actual<br>\$25,425 | 25%<br>\$25,405            |                            | Actual<br>\$25,405                    |                     | 25%<br>\$32,438  |
| Newtown                                  | \$25,425         | \$20,000           | \$25,405                   |                            | \$20,000                              |                     | \$32,438         |
| Monroe                                   | \$25,425         | \$25,425           | \$25,405                   |                            | \$25,405                              |                     | \$32,438         |
| Southbury                                | \$25,425         | \$25,425           | \$25,405                   |                            | \$25,405                              |                     | \$32,438         |
| Oxford                                   | \$25,425         | \$0                | \$25,405                   |                            | \$0                                   |                     | \$32,438         |
| Other                                    | \$0              | \$7,410            | \$0                        |                            | \$0                                   |                     | \$0              |
| Transfers (carryover &/or from LT funds) | \$0              | \$3,000            | \$0                        |                            | \$14,685                              |                     | \$0              |
| Corporate Support (power company)        | \$3,000          |                    | \$3,000                    |                            | \$3,000                               |                     | \$3,000          |
| <b>Grand Total</b>                       | <b>\$104,700</b> | <b>\$106,685</b>   | <b>\$104,620</b>           |                            |                                       | <b>\$113,900</b>    | <b>\$132,750</b> |



# LZA CAPITAL FUND PLAN

## Anticipated Capital Expenses

| In-Service Year | Replacement Year | Item              | Age @ Replacment | Estimated Amount | Life of Replacement | Next Replace Year assume +50% \$ |
|-----------------|------------------|-------------------|------------------|------------------|---------------------|----------------------------------|
| 2005            | 2014             | motor for boat 1  | 9                | \$20,000         | 10                  | 2033                             |
| 2007            | 2017             | motor for boat 2  | 10               | \$21,000         | 10                  | 2037                             |
| 2003            | 2018             | replace harvester | 15               | \$100,000        | 20                  | 2038                             |
| 2005            | 2023             | boat 1 hull/motor | 18               | \$45,000         | 20                  | 2043                             |
| 2007            | 2027             | boat 2 hull/motor | 20               | \$48,000         | 20                  | 2047                             |
|                 |                  |                   |                  | <u>\$234,000</u> |                     |                                  |

## Capital Fund Accumulation Schedule (excludes interest)

|    | Fiscal Year | Annual Contribution | Total Contributions | Withdrawals | Withdrawal Accumulation | Estimated Fund Balance |
|----|-------------|---------------------|---------------------|-------------|-------------------------|------------------------|
| 1  | 2009        | \$40,391            | \$40,391            | \$0         | \$0                     | \$40,391               |
| 2  | 2010        | \$0                 | \$40,391            | \$0         | \$0                     | \$40,391               |
| 3  | 2011        | \$0                 | \$40,391            | \$0         | \$0                     | \$40,391               |
| 4  | 2012        | \$12,500            | \$52,891            | \$0         | \$0                     | \$52,891               |
| 5  | 2013        | \$12,500            | \$65,391            | \$0         | \$0                     | \$65,391               |
| 6  | 2014        | \$12,500            | \$77,891            | (\$20,000)  | (\$20,000)              | \$57,891               |
| 7  | 2015        | \$12,500            | \$90,391            | \$0         | (\$20,000)              | \$70,391               |
| 8  | 2016        | \$12,500            | \$102,891           | \$0         | (\$20,000)              | \$82,891               |
| 9  | 2017        | \$12,500            | \$115,391           | (\$21,000)  | (\$41,000)              | \$74,391               |
| 10 | 2018        | \$12,500            | \$127,891           | (\$100,000) | (\$141,000)             | (\$13,109)             |
| 11 | 2019        | \$15,000            | \$142,891           | \$0         | (\$141,000)             | \$1,891                |
| 12 | 2020        | \$15,000            | \$157,891           | \$0         | (\$141,000)             | \$16,891               |
| 13 | 2021        | \$15,000            | \$172,891           | \$0         | (\$141,000)             | \$31,891               |
| 14 | 2022        | \$15,000            | \$187,891           | \$0         | (\$141,000)             | \$46,891               |
| 15 | 2023        | \$15,000            | \$202,891           | (\$45,000)  | (\$186,000)             | \$16,891               |
| 16 | 2024        | \$15,000            | \$217,891           | \$0         | (\$186,000)             | \$31,891               |
| 17 | 2025        | \$15,000            | \$232,891           | \$0         | (\$186,000)             | \$46,891               |
| 18 | 2026        | \$15,000            | \$247,891           | \$0         | (\$186,000)             | \$61,891               |
| 19 | 2027        | \$15,000            | \$262,891           | (\$48,000)  | (\$234,000)             | \$28,891               |
| 20 | 2028        | \$15,000            | \$277,891           | \$0         | (\$234,000)             | \$43,891               |
| 21 | 2029        | \$15,000            | \$292,891           | \$0         | (\$234,000)             | \$58,891               |
| 22 | 2030        | \$15,000            | \$307,891           | \$0         | (\$234,000)             | \$73,891               |
| 23 | 2031        | \$15,000            | \$322,891           | \$0         | (\$234,000)             | \$88,891               |
| 24 | 2032        | \$15,000            | \$337,891           | \$0         | (\$234,000)             | \$103,891              |
| 25 | 2033        | \$15,000            | \$352,891           | (\$30,000)  | (\$264,000)             | \$88,891               |
| 26 | 2034        | \$15,000            | \$367,891           | \$0         | (\$264,000)             | \$103,891              |
| 27 | 2035        | \$15,000            | \$382,891           | \$0         | (\$264,000)             | \$118,891              |
| 28 | 2036        | \$15,000            | \$397,891           | \$0         | (\$264,000)             | \$133,891              |
| 29 | 2037        | \$15,000            | \$412,891           | (\$31,500)  | (\$295,500)             | \$117,391              |
| 30 | 2038        | \$15,000            | \$427,891           | (\$150,000) | (\$445,500)             | (\$17,609)             |
| 31 | 2039        | \$15,000            | \$442,891           | \$0         | (\$445,500)             | (\$2,609)              |
| 32 | 2040        | \$15,000            | \$457,891           | \$0         | (\$445,500)             | \$12,391               |
| 33 | 2041        | \$15,000            | \$472,891           | \$0         | (\$445,500)             | \$27,391               |
| 34 | 2042        | \$15,000            | \$487,891           | \$0         | (\$445,500)             | \$42,391               |
| 35 | 2043        | \$15,000            | \$502,891           | (\$67,500)  | (\$513,000)             | (\$10,109)             |
| 36 | 2044        | \$15,000            | \$517,891           | \$0         | (\$513,000)             | \$4,891                |
| 37 | 2045        | \$15,000            | \$532,891           | \$0         | (\$513,000)             | \$19,891               |
| 38 | 2046        | \$15,000            | \$547,891           | \$0         | (\$513,000)             | \$34,891               |
| 39 | 2047        | \$15,000            | \$562,891           | (\$72,000)  | (\$585,000)             | (\$22,109)             |
| 40 | 2048        | \$15,000            | \$577,891           | \$0         | (\$585,000)             | (\$7,109)              |

426 N.W. SAFETY COMMUNICATION

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Northwest CT Public Safety Communication Center's Regional C-Med Center serves the twenty-two towns and cities of the Central Naugatuck Valley and Housatonic Valley sub-regions of Northwest EMS Region V, with coordinated ambulance communications to the four area hospitals. Northwest CT Public Safety works closely with local E.M.S. providers and the staff at local hospital emergency departments to provide the most up-to-date efficient communication system, enhancing patient care. By use of the system, a paramedic or EMT is able to talk directly with an Emergency Department Physician or Nurse to coordinate patient care.

BUDGET COMMENTARY

Budget request same as prior year

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01426 0000 NW SAFETY COMMUNICATION | 10,950              | 10,294              | 9,783                          | 9,783                            | 9,783            | 9,783                             |                                    |                                   |
| TOTAL N.W. SAFETY COMMUNICATION    | 10,950              | 10,294              | 9,783                          | 9,783                            | 9,783            | 9,783                             | -                                  | -                                 |

# N.W. SAFETY COMMUNICATION - BUDGET JUSTIFICATION

| Account                            |                           | Justification                                  |                          |
|------------------------------------|---------------------------|--|--------------------------|
| Account                            | Department Budget Request | Item(s) / Description                          | Itemized Budgeted Amount |
| 01426 0000 NW SAFETY COMMUNICATION | 9,783                     | COORDINATED MEDICAL EMERGENCY DIRECTION (CMED) | 9,783                    |
|                                    |                           |  | 9,783                    |
|                                    |                           |  |                          |

## 432 EMERGENCY MEDICAL SERVICES

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Newtown Volunteer Ambulance Association, Inc. is a 501 3C organization which provides emergency 911 care to the Town of Newtown. We provide Emergency Medical Service care for 2000+ calls/year. Our state approved service is to provide emergency paramedic and EMT service to the geographic area of Newtown, CT. We have a 24/7 paramedic dedicated to the Town of Newtown currently subcontracted with Danbury Ambulance Service.

### BUDGET COMMENTARY

The Town of Newtown receives a tremendous value from the Newtown Volunteer Ambulance Association with the contributions of over 60 volunteer EMTs. The town budget contributes toward the capital ambulance expense and towards the advance care of the paramedic service. The day to day operational expenses are funded via Newtown Volunteer Ambulance Association. Historically, every other year we have had a line item toward the purchase of a new ambulance. The 2008-2009 budget year began a smoothing of this line item to yearly. It will still represent 50% of the capital purchase costs of a new ambulance smoothed across 2 years. [Awareness: We have 3 ambulance rigs and each is replaced every 6 years requiring a new ambulance to be purchased every 2 years].

Note: To accomplish the smoothing of the ambulance replacement budget line item -> 50% of the town budget will be in year 1 and 50% in year 2.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Our last ambulance was purchased in the 2009-2010 budget year (funded from 2008-2009 and 2009-2010 budgets) A dedicated 24/7 paramedic began in Newtown in October 2006; prior to that we had a shared regional paramedic.

2011-2012 objective is to purchase a replacement ambulance and maintain the dedicated paramedic for the Town of Newtown. Contributing toward that annually

|                                       | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                       |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>432 EMERGENCY MEDICAL SERVICES</b> |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01432 0000 PARAMEDIC PROGRAM          | 220,500             | 220,000             | 220,000                        | 220,000                          | 230,000          | 230,000                           |                                    |                                   |
| 01432 0003 AMBULANCE                  | 35,000              | 40,000              | 40,000                         | 40,000                           | 40,000           | 40,000                            |                                    |                                   |
| TOTAL PARAMEDIC PROGRAM               | 255,500             | 260,000             | 260,000                        | 260,000                          | 270,000          | 270,000                           | -                                  | -                                 |

# EMERGENCY MEDICAL SERVICES - BUDGET JUSTIFICATION

| Account                      | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|------------------------------|---------------------------------|--|--------------------------------|
| 01432 0000 PARAMEDIC PROGRAM | 230,000                         | CONTRACT INCREASE ON PARAMEDIC CONTRACT<br>NEWTOWN AMBULANCE ASSOCIATION CONTRIBUTES TO THE TOTAL COST OF THE DEDICATED<br>PARAMEDIC SERVICE               | 230,000                        |
| 01432 0003 AMBULANCE         | 40,000                          | TOTAL NEED IS 90,000: A 50% CONTRIBUTION TO THE PURCHASE COST OF A REPLACEMENT<br>AMBULANCE<br>FUNDED OVER 2 YEARS SO 45,000 PER YEAR<br>ADJUST BY (5,000) | 40,000                         |
|                              |                                 |  | 40,000                         |

Newtown Volunteer Ambulance Corps.  
Monthly Statistics For:

Dec 2010

|                          |  |       |       |                             |  |       |      |
|--------------------------|--|-------|-------|-----------------------------|--|-------|------|
| Number of Calls          |  | 153   | 2038  | Number of Patients          |  | 172   | 2261 |
|                          |  |       |       | Number of Patients Under 18 |  | 10    | 212  |
| Patient Information      |  | Month | Year  | Nature of Call              |  | Month | Year |
| Resident                 |  | 126   | 1694  | Medicals                    |  | 99    | 1416 |
| Non-Residents            |  | 46    | 499   | CPR                         |  | 4     | 9    |
|                          |  | 172   | 2193  | Defib                       |  | 0     | 1    |
| Destinations             |  |       |       | Saves                       |  | 0     | 1    |
| No Transports            |  | 44    | 597   | Trauma                      |  | 60    | 676  |
| Cancelled                |  | 3     | 36    | Stand-Bys                   |  | 1     | 9    |
| Danbury                  |  | 106   | 1295  |                             |  | 159   | 2092 |
| St. Vincents             |  | 3     | 49    | Call Locations              |  |       |      |
| Bridgeport               |  | 0     | 32    | Doctor's Office             |  | 1     | 30   |
| Other Hospitals          |  |       |       | Ashlar of Newtown           |  | 6     | 106  |
|                          |  | 158   | 2009  | Lockwood Lodge              |  | 3     | 37   |
| Multiple Calls           |  |       |       | Garner Prison               |  | 2     | 20   |
| Double                   |  | 29    | 359   | Nunnawauk Meadows           |  | 5     | 67   |
| ALS                      |  | 13    | 151   | Homesteads of Newt.         |  | 0     | 36   |
| Triple                   |  | 4     | 92    | Dahhr Group Homes           |  |       | 0    |
| ALS                      |  | 2     | 32    | Police Departments          |  | 2     | 34   |
| Quadruple                |  | 2     | 24    | Residences                  |  |       | 0    |
| ALS                      |  | 0     | 3     | Ambulance Usage             |  |       |      |
| Paramedics               |  |       |       | A1                          |  | 43    | 822  |
| Not Called               |  | 45    | 557   | A2                          |  | 63    | 475  |
| Cancelled                |  | 0     | 4     | A3                          |  | 39    | 625  |
| ALS Transport            |  | 56    | 730   |                             |  | 145   | 1922 |
| Unavailable              |  | 0     | 0     | Time of Calls               |  |       |      |
| On Scene and Clears      |  | 15    | 183   | Day                         |  | 107   | 1308 |
|                          |  | 116   | 1474  | Night                       |  | 46    | 730  |
| Response Times           |  | 10.6  | 9.1   | Total Calls                 |  | 153   | 2038 |
| Ambulance Response Times |  |       |       | Mutual Aid                  |  |       |      |
| Respond W/Lights:        |  | 116   | 1474  | From Other Towns            |  | 6     |      |
| W/Lights to Scene        |  | 9.9   | 8.8   | To Other Town               |  |       |      |
| Respond W/Lights:        |  | 78.4% | 73.9% | To Other Town               |  |       |      |
| Respond w/o Lights:      |  | 32    | 521   | Avg. Response Time:         |  |       |      |
| W/O Lights, Scene        |  | 13.1  | 10.1  |                             |  |       |      |
| Respond w/o Lights:      |  | 21.6% | 26.1% |                             |  |       |      |
| First Responders         |  |       |       |                             |  |       |      |
| Number of Calls          |  | 19    | 206   |                             |  |       |      |
| Avg. Response Time       |  | 8.8   | 8.2   | Stats By: 729 K. Lerman     |  |       |      |
|                          |  |       |       | Date: 2-Jan-11              |  |       |      |

Note: Subject to Correction for Run Form Errors



437 NW CONNECTICUT EMS COUNCIL

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Our mission is to facilitate excellence in emergency medical care for all citizens in the Northwest EMS Region. We, in region 5, are charged to work in partnership with the Department of Public Health (DPH), Emergency Medical Services (EMS) and other providers in the health care and public safety systems in order to achieve our goal of excellent emergency medical care. Our region of responsibility includes 43 towns, and the Georgetown Fire District in Northwest Connecticut.

BUDGET COMMENTARY

We are expected to promote statewide uniform standards, so that no matter what part of Connecticut, EMS is provided, it will be of the same high quality. All of these and more tasks require adequate funding. The DPH provides us with a relatively modest contractual amount of funding. It is expected that the towns in each region will contribute additional funds to their local regional council. Quite frankly, our need this year is grimmer than usual since the Governor has found it necessary to cut even the bare bones allocation we have for the current fiscal year. In addition, your region 5 has an additional burden of \$5,000 annual rental fee. A suggested contribution of \$250.00 has been advanced as a suitable amount, but do give any amount you feel comfortable with the kind of service we are mandated to provide you.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Our principle object is to conduct and oversee education, testing and training of personnel in our region. Your local ambulance service provides very good EMS and, to a certain extent, that level of service depended upon the high quality training and testing facilitated by those who serve on the Region Five Council. We recognize that everyone is feeling the pain of the economic downturn. We are sure you are having financial hardships too. Hopefully you may be able to contribute something, no matter how modest, to this cause of good ambulance service for your residents.

| -----<br><b>437 NW CONNECTICUT EMS COUNCIL</b><br>----- | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01437 0000 NW CT EMS ALLOCATIONS                        | 250                 | 250                 | 250                            | 250                              | 250              | 250                               |                                    |                                   |
| TOTAL NW CONNECTICUT EMS COUNCIL                        | 250                 | 250                 | 250                            | 250                              | 250              | 250                               | -                                  | -                                 |

**N.W. CONNECTICUT EMS COUNCIL - BUDGET JUSTIFICATION**

| <b>Account</b>                   |                           | <b>Justification</b>  |                          |
|----------------------------------|---------------------------|-----------------------|--------------------------|
| Account                          | Department Budget Request | Item(s) / Description | Itemized Budgeted Amount |
| 01437 0000 NW CT EMS ALLOCATIONS | 250                       | AGENCY REQUEST        | 250                      |
|                                  |                           |                       | 250                      |
|                                  |                           |                       |                          |

**460 BUILDING DEPARTMENT**

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

The Building Department is responsible for the issuing of all building permits (residential and commercial). The Building Department performs plan reviews on all plans (residential and commercial) for code compliance prior to the issuance of a building permit. Our inspectors perform field inspections on all permitted building projects throughout Newtown.

**BUDGET COMMENTARY**

This years budget will remain the same as last year.

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

The Building Department will continue to be customer friendly and provide contractors and home owners with timely and accurate inspections. The commercial development in 2010 kept the department very busy. Some of the projects completed and progress in 2010 are as follows:

1. Newtown High School
2. Three new buildings at Sand Hill Plaza South
3. Advanced Fusion Systems.
- 4 Walgreens.

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**460 BUILDING DEPARTMENT**  
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|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET<br>BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|---|------------------------------------|-----------------------------------|
| 01460 1001 BUILDING OFFICIAL       | 67,869              | 70,000              | 70,000                         | 70,000                           | 70,000           | 70,000  |                                    |                                   |
| 01460 1002 ADMINISTRATOR           | 36,230              | 36,668              | 37,362                         | 37,362                           | 38,016           | 38,016  |                                    |                                   |
| 01460 1003 ASST BUILDING OFFICIAL  | 149,574             | 151,270             | 113,278                        | 113,278                          | 115,260          | 115,260   |                                    |                                   |
| 01460 1005 SECRETARIES             | 31,054              | 31,058              | 31,524                         | 31,524                           | 32,076           | 32,076  |                                    |                                   |
| 01460 2012 CLOTHING,EQUIPMENT      | 906                 | 900                 | 975                            | 975                              | 650              | 650   |                                    |                                   |
| 01460 2015 DUES & TUITION          | 2,037               | 1,626               | 2,000                          | 2,000                            | 2,000            | 2,000   |                                    |                                   |
| 01460 4060 PROFESSIONAL CONSULTANT | 1,490               | -                   | 1,000                          | 1,000                            | 1,000            | 1,000   |                                    |                                   |
| 01460 5080 CAPITAL                 | -                   | -                   | -                              | -                                | -                | -   |                                    |                                   |
| TOTAL BUILDING INSPECTOR           | 289,159             | 291,522             | 256,139                        | 256,139                          | 259,002          | 259,002   | -                                  | -                                 |

# **BUILDING DEPARTMENT - POSITION SCHEDULE**

| <u>Account / Position Classification</u>      | <u>2010 - 2011 Amended Budget</u> |                                     | <u>2011 - 2012 Requested Budget</u> |                                      | <u>Increase / (Decrease)</u> |               |
|---|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------|---------------|
|   | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01460 1001 BUILDING OFFICIAL</b>           |                                   |                                     |                                     |                                      |                              |               |
| Building Official                             | 1                                 | n/a<br><u>70,000</u>                | 1                                   | n/a<br><u>70,000</u>                 | 0                            | -             |
| <b>01460 1002 ADMINISTRATOR</b>               |                                   |                                     |                                     |                                      |                              |               |
| Administrative Assistant***                   | 1                                 | n/a<br><u>37,362</u>                | 1                                   | n/a<br><u>38,016</u>                 | 0                            | 654           |
| <b>01460 1003 ASSISTANT BUILDING OFFICIAL</b> |                                   |                                     |                                     |                                      |                              |               |
| Assistant Building Inspector***               | 2                                 | n/a<br><u>113,278</u>               | 2                                   | n/a<br><u>115,260</u>                | 0                            | 1,982         |
| <b>01460 1005 SECRETARIES</b>                 |                                   |                                     |                                     |                                      |                              |               |
| Secretary***                                  | 1                                 | n/a<br><u>31,524</u>                | 1                                   | n/a<br><u>32,076</u>                 | 0                            | 552           |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

# **BUILDING INSPECTOR - BUDGET JUSTIFICATION**

| Account                            |                           | Justification  |                          |
|------------------------------------|---------------------------|--|--------------------------|
| Account                            | Department Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01460 2012 CLOTHING,EQUIPMENT      | 650                       | clothing allowance per union contract  | 650                      |
| 01460 2015 DUES & TUITION          | 2,000                     | continuing education classes, code books   | 650<br>2,000             |
| 01460 4060 PROFESSIONAL CONSULTANT | 1,000                     | this is for professional consultation I.e.; architect and engineer reviews on commercial projects. adusted down to reflect actual prior experience. If a larger amount is required, will request from contingency. | 2,000<br>1,000           |
| 01460 5080 CAPITAL                 | -                         |  | 1,000<br>-               |
|                                    |                           |  | -                        |

500 HIGHWAY

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Public Works Department provides manpower or professional oversight and management for sewer and water systems; roads and bridges; recycling and solid waste collection; public building maintenance; fleet repairs; winter maintenance and any other project that the Town may undertake.

BUDGET COMMENTARY

The initial budget presentation includes all deferred as well as all current requests either listed in past budgets and unfunded or those items listed in the current CIP. The department has comprehensive recommendations to bring this year's budget in line with last year's budget and current economic conditions.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS



|  | 500 HIGHWAY | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|-------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |             |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
|  |             |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01500 1001 DIRECTOR PUBLIC WORKS       |             | 97,213              | 97,224              | 97,224                         | 97,224                           | 97,224           | 97,224                            |                                    |                                   |
| 01500 1002 ADMINISTRATION              |             | 396,265             | 398,004             | 401,259                        | 401,259                          | 405,024          | 405,024                           |                                    |                                   |
| 01500 1003 PAYROLL                     |             | 1,687,285           | 1,628,392           | 1,728,091                      | 1,728,091                        | 1,759,283        | 1,759,283                         |                                    |                                   |
| 01500 1004 OVERTIME ***                |             | 57,732              | 65,316              | 23,785                         | 23,785                           | 45,000           | 45,000                            |                                    |                                   |
| 01500 1006 BENEFITS                    |             | 48,748              | 47,511              | 50,945                         | 50,945                           | 50,833           | 50,833                            |                                    |                                   |
| 01500 2006 DRAINAGE MATERIALS          |             | 89,995              | 89,604              | 90,000                         | 90,000                           | 90,000           | 90,000                            |                                    |                                   |
| 01500 2008 STREET & ROAD SIGNS         |             | 15,000              | 14,911              | 15,000                         | 15,000                           | 15,000           | 15,000                            |                                    |                                   |
| 01500 2009 TREE SURGEON                |             | 12,000              | 12,000              | 12,000                         | 12,000                           | 12,000           | 12,000                            |                                    |                                   |
| 01500 2016 EQUIPMENT FUEL              |             | 413,648             | 299,856             | 396,000                        | 396,000                          | 369,000          | 369,000                           |                                    |                                   |
| 01500 2018 STREET LIGHTS               |             | 44,367              | 36,679              | 37,000                         | 37,000                           | 40,000           | 37,000                            |                                    |                                   |
| 01500 2029 PRIVATE ROADS/RECONSTRUCTIO |             | 10,000              | 2,900               | 10,000                         | 10,000                           | 10,000           | 10,000                            |                                    |                                   |
| 01500 2030 CONSTRUCTION SUPPLIES       |             | 21,353              | 21,462              | 22,000                         | 22,000                           | 22,000           | 22,000                            |                                    |                                   |
| 01500 2031 EDUC. & CONFERENCES         |             | 4,000               | 4,000               | 4,000                          | 4,000                            | 4,000            | 4,000                             |                                    |                                   |
| 01500 2033 PATCHING MATERIALS          |             | 85,000              | 83,781              | 85,000                         | 85,000                           | 85,000           | 85,000                            |                                    |                                   |
| 01500 3050 REPAIRS                     |             | 352,677             | 407,593             | 340,000                        | 340,000                          | 380,000          | 380,000                           |                                    |                                   |
| 01500 4060 CONT. TREE REMOVAL          |             | 75,000              | 82,099              | 75,000                         | 75,000                           | 75,000           | 75,000                            |                                    |                                   |
| 01500 4061 CONT. DRAINAGE              |             | 78,037              | 48,861              | 130,000                        | 130,000                          | 122,000          | 122,000                           |                                    |                                   |
| 01500 4062 CONT. CHIP SEALING          |             | 61,226              | 65,000              | 65,000                         | 65,000                           | 65,000           | 65,000                            |                                    |                                   |
| 01500 4063 CONT. LINE PAINTING         |             | 15,984              | 15,150              | 20,000                         | 20,000                           | 20,000           | 20,000                            |                                    |                                   |
| 01500 4064 CONT. OVERLAYS              |             | 328,093             | 168,556             | 214,000                        | 214,000                          | 275,000          | 275,000                           |                                    |                                   |
| 01500 4065 CONTRACTUAL - ROADSIDE      |             | 4,793               | -                   | 25,000                         | 25,000                           | 25,000           | 25,000                            |                                    |                                   |
| 01500 5080 CAPITAL EQUIPMENT           |             | 341,319             | 146,335             | 135,000                        | 135,000                          | 76,500           | 76,500                            |                                    |                                   |
| 01500 5081 CAPITAL ROAD IMPROVEMENT    |             | 1,399,380           | 416,910             | 1,000,000                      | 1,000,000                        | 1,000,000        | 1,000,000                         |                                    |                                   |
| 01500 5082 CAPITAL BRIDGE - DAM        |             | -                   | 379,400             | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL HIGHWAY                          |             | 5,639,117           | 4,531,544           | 4,976,304                      | 4,976,304                        | 5,042,864        | 5,039,864                         | -                                  |                                   |

\*\*\* Overtime original budget for 2010-2011 was -0-. Amount was requested from contingency.

## HIGHWAY - POSITION SCHEDULE

| Account / Position Classification       | 2010 - 2011 Amended Budget |                       | 2011 - 2012 Requested Budget |                        | Increase / (Decrease) |        |
|---|----------------------------|-----------------------|------------------------------|------------------------|-----------------------|--------|
|   | Authorized Positions       | Salary Step<br>Amount | Requested Positions          | Salary Step<br>Request | Positions             | Budget |
| <b>01500 1001 DIRECTOR PUBLIC WORKS</b> |                            |                       |                              |                        |                       |        |
| Public Works Director                   | 1                          | 97,224                | 1                            | 97,224                 | 0                     | -      |
| <b>01500 1002 ADMINISTRATION</b>        |                            |                       |                              |                        |                       |        |
| Deputy PW Director/Asst Engineer        | 1                          | 78,121                | 1                            | 78,121                 | 0                     | -      |
| Operations Manager ***                  | 1                          | 73,223                | 1                            | 74,505                 | 0                     | 1,282  |
| Fleet & Facility Manager ***            | 1                          | 67,938                | 1                            | 69,127                 | 0                     | 1,189  |
| Administrator ***                       | 1                          | 40,281                | 1                            | 40,986                 | 0                     | 705    |
| Assistant Administrator ***             | 1                          | 33,688                | 1                            | 34,277                 | 0                     | 589    |
| Town Engineer                           | 1                          | 108,008               | 1                            | 108,008                | 0                     | -      |
|   |                            | 401,259               |                              | 405,024                |                       | 3,765  |
| <b>01500 1003 PAYROLL **</b>            |                            |                       |                              |                        |                       |        |
| Master Mechanic                         | 1                          | 59,218                | 1                            | 60,254                 | 0                     | 1,036  |
| Mechanic                                | 3                          | 162,365               | 3                            | 165,206                | 0                     | 2,841  |
| Crew Chief                              | 4                          | 216,986               | 4                            | 220,783                | 0                     | 3,797  |
| Leadman                                 | 4                          | 212,660               | 4                            | 216,382                | 0                     | 3,722  |
| Heavy Equipment Operator                | 4                          | 208,333               | 4                            | 211,979                | 0                     | 3,646  |
| Tool Crib Manager                       | 1                          | 52,084                | 1                            | 52,995                 | 0                     | 911    |
| Truck Driver                            | 15                         | 755,664               | 15                           | 768,888                | 0                     | 13,224 |
| Yardman                                 | 1                          | 53,165                | 1                            | 54,095                 | 0                     | 930    |
| Payment out of Classification           |                            | 1,916                 |                              | 3,000                  |                       | -      |
| Stipend Pay on Call & Bucket Truck      |                            | 5,700                 |                              | 5,700                  |                       | 1,084  |
|   |                            | 1,728,091             |                              | 1,759,283              |                       | -      |
|   |                            |                       |                              |                        |                       | 31,192 |

\* one truck driver currently being paid out of classification as a HEO  
 \*\* Highway receives a 1.75% salary increase per labor contract  
 \*\*\* town hall employees receives a 1.75% wage increase per contract.

## HIGHWAY - BUDGET JUSTIFICATION

| Account                        | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|--------------------------------|---------------------------------|---|--------------------------------|
| 01500 1004 OVERTIME            | 45,000                          | This account covers overtime for work performed outside of normal working hours to ensure public safety.  | 45,000                         |
| 01500 1006 BENEFITS            | 50,833                          | This account is used for drug and alcohol testing, clothing allowance, safety glasses for mechanics as well as longevity payment for Highway personal having 15+ years of service<br>Longevity<br>4 X \$250 Clothing (J.Tani, P.Tani, D.Bratz, R.Bolmer)<br>4 X \$75 Safety shoes (J.Tani, P.Tani, D.Bratz, R.Bolmer)<br>34 X \$400 Clothing and Safety shoes for Highway Employees<br>Safety glasses for mechanics<br>Drug and Alcohol testing program | 45,000<br>50,833               |
| 01500 2006 DRAINAGE MATERIALS  | 90,000                          | Material for maintenance, repair and replacement of pipes, catch basins, and other drainage structures on small projects.   | 50,833<br>90,000               |
| 01500 2008 STREET & ROAD SIGNS | 15,000                          | This account is used for street signs and various forms of caution or warning signs which are either purchased or made and replaced by the department and for speed limit, stop and other traffic control signs for the Police Department   | 90,000<br>15,000               |
|                                |                                 |   | 15,000                         |

## HIGHWAY - BUDGET JUSTIFICATION

| Account                                 | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount  |
|---|---------------------------------|--|---|
| 01500 2009 TREE SURGEON                 | 12,000                          | This account covers the hours required for the Tree Warden to survey town trees and plan work.   | 12,000  |
| 01500 2016 EQUIPMENT FUEL               | 369,000                         | <p>This account is used for all Highway equipment and vehicles, Car Pool, Police, Park &amp; Recreation vehicles, Fire and Ambulance. At the time of preparation the projected unit costs were \$2.59 per gallon for gasoline (57,000) and \$2.46 per gallon of diesel (90,000 gallons).</p> <p>We will have public bid costs before final budget approval allowing an adjustment at that time</p> <div style="margin-left: 40px;">                     57,000 gallons x \$2.59 per gallon = \$147,600<br/>                     90,000 gallons x \$2.46 per gallon = \$221,400<br/>                     Total = \$369,000                 </div> | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">12,000</div> 369,000 |
| 01500 2018 STREET LIGHTS                | 40,000                          | This includes the operational usage cost of street lighting and traffic signals and any chargeable cost due to equipment changes. Cost estimate includes a 7.5% escalator  | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">369,000</div> 40,000 |
| 01500 2029 PRIVATE ROADS/RECONSTRUCTION | 10,000                          | These funds are typically used in joint projects with private area associations for reconstruction or capital repair to private roads.   | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">40,000</div> 10,000  |
|   |                                 |  | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">10,000</div>         |

## HIGHWAY - BUDGET JUSTIFICATION

| Account                          | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|----------------------------------|---------------------------------|---|--------------------------------|
| 01500 2030 CONSTRUCTION SUPPLIES | 22,000                          | this account is used for various construction supplies including wood, cement, brick, fencing, grass seed, mailboxes, posts, small hand tools and small rental equipment  | 22,000                         |
| 01500 2031 EDUC. & CONFERENCES   | 4,000                           | This account is used for training seminars, safety courses and reference information.   | 22,000<br>4,000                |
| 01500 2033 PATCHING MATERIALS    | 85,000                          | This account covers the cost of asphalt and sealer materials used for patching pot holes, cracks and other necessary small repairs to roads or other paved areas.   | 4,000<br>85,000                |
| 01500 3050 REPAIRS               | 380,000                         | This account is used for all types of replacement costs, service charges and repair expenses necessary to maintain all Highway Department equipment and vehicles, Police Department, Car Pool and Park & Recreation vehicles. Fire Ambulance and School vehicles are also repaired although they pay for parts. This account covers purchases and replacement of any or all vehicle components or various tools and equipment required to keep the Town's vehicles and equipment in safe, legal and running order.<br>This account was increased to more accurately represent historical expenditures an to cover the purchase of tires, chains and batteries for all of the fire departments.<br>In addition the previous years expenditures required transfers bringing that total year in excess of \$407,000. | 85,000<br>380,000              |
|                                  |                                 |   | 380,000                        |

# **HIGHWAY - BUDGET JUSTIFICATION**

| Account                        | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|--------------------------------|---------------------------------|--|--------------------------------|
| 01500 4060 CONT. TREE REMOVAL  | 75,000                          | This account pays for outside contractors to remove hazardous trees.   | 75,000                         |
| 01500 4061 CONT. DRAINAGE      | 122,000                         | Newbury Road 52,000<br>Mt. Nebo Road 70,000  | 122,000                        |
| 01500 4062 CONT. SEALING       | 65,000                          | Crack Sealing to extend the life of the road. 13 Miles of road at \$5,000 per mile<br>Botsford Hill Road<br>Newbury Road<br>Pheasant Ridge Road<br>Split Rock Road<br>Huntingtown Road<br>Toddy Hill Road<br>Orchard Hill Road<br>Monitor Hill Road<br>Arlyn Ridge Road<br>Walnut Tree Hill Road | 65,000                         |
| 01500 4063 CONT. LINE PAINTING | 20,000                          | This account pays for outside contractors for highway line painting.   | 20,000                         |

# HIGHWAY - BUDGET JUSTIFICATION

| Account                             | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|-------------------------------------|---------------------------------|--|--------------------------------|
| 01500 4064 CONT. OVERLAYS           | 275,000                         | This is a treatment to prolong the wearing surface of the road.<br>Oak Ridge Road - Entire Road \$81,000<br>Newbury Road - Obtuse to Pheasant Ridge \$31,000<br>Pheasant Ridge - Newbury to end \$44,000<br>Split Rock Road - Entire Road \$58,000<br>Towns End Road \$75,000<br>ADJUSTMENT \$ (14,000)  | 275,000                        |
| 01500 4065 CONTRACTUAL - ROADSIDE   | 25,000                          | This is for roadside maintenance and sightline clearance performed by outside contractors.   | 275,000<br>25,000              |
| 01500 5080 CAPITAL EQUIPMENT        | 76,500                          | (2) 10 Foot All Season Body Replacements \$35,000 x 2 = \$70,000. Truck 2020 is a 12 year old Tenco body and needs to be replaced by next season. Truck #2023 is a 10 year old Heil body and needs to be replaced by next season, if not the likely hood of it lasting another season is unlikely<br>A/C Service Center \$6,500. This is needed to meet federal regulations to do A/C Repairs<br>Sweeper Replacement \$270,000. The sweeper is a 2006 Elgin with 5567 Hours or 194,845 Road Miles<br>Funding is requested over a three year period. \$90,000 for 11-12<br>This request is found in the Transfers Out - Capital Non Recurring Account | 70,000<br>6,500                |
| 01500 5081 CAPITAL ROAD IMPROVEMENT | 1,000,000                       | AMOUNT BUDGETED FOR CAPITAL ROAD IMPROVEMENT:<br>Poverty Hollow Road 125,000<br>Shelly Road 11,435<br>Narragansett Trail 80,442<br>Philo Curtis Road 82,880<br>Academy Lane 13,791<br>Checkerberry Lane 17,850<br>Maitbie Road 85,320<br>Jordan Hill Road 62,350<br>Indian Hill Lane 47,000<br>Serenity Lane 49,000<br>Honey Lane 58,500<br>Nutmeg Lane 28,500<br>Eden Hill 62,932<br>Brushy Hill Road 125,000<br>Lakeview Terrace Survey 50,000<br>Hanover Road 100,000   | 76,500<br>1,000,000            |

|                                       |
|---------------------------------------|
| <b>HIGHWAY - BUDGET JUSTIFICATION</b> |
|---------------------------------------|

| Account                         |                           | Justification         |  | Itemized Budgeted Amount |
|---------------------------------|---------------------------|-----------------------|--|--------------------------|
| Account                         | Department Budget Request | Item(s) / Description |  |                          |
| 01500 5082 CAPITAL BRIDGE - DAM | -                         |                       |  |                          |
|                                 |                           |                       |  | -                        |
|                                 |                           |                       |  |                          |



# EQUIPMENT

| ID #/Plate | Description      | YEAR    | ID                    | DEPT. ASSIGNED   |
|------------|------------------|---------|-----------------------|------------------|
| 2006       | Curbing Box      | Unknown |                       | HIGHWAY DEPT     |
| 2095       | Paver            | Unknown |                       | HIGHWAY DEPT     |
| 86 NT      | TRAILAVATOR      | 1977    | 13626-K               | TRAILER          |
| 83 NT      | INGERSOLL        | 1984    | 140042-U84-4957       | COMPRESSOR       |
| 35 NT      | DRESSER          | 1988    | G45000U003285         | 606 GRADER       |
| 101 NT     | FORD             | 1989    | BB80194               | TRACTOR-MOWER    |
| 2005       | Roller           | 1989    |                       | IR Roller        |
| 36 NT      | CATERPILLAR      | 1997    | 5SK02633              | 950F LOADER      |
| 2003       | Screen Plant     | 1999    | 7215561-serial number |                  |
| 2004       | Roller           | 1999    | 161035-serial number  | IR Roller        |
| 40 NT      | John Deer - 5310 | 1999    | LV53105232771         | Tractor/mower    |
| 84 NT      | INTERSTATE       | 1999    | 1JKDLA407XA002537     | TRAILER          |
| 38 NT      | CATERPILLAR      | 2001    | 0430DTBNK01196        | CAT 430D BACKHOE |
| 2099       | Excavator        | 2001    |                       | Cat 312          |
| 85 NT      | INTERSTATE       | 2001    | 1JKDLA40X1M002408     | TRAILER          |
| 82 NT      | MORBARK          | 2002    | 4955-EEGER BEAVER     | CHIPPER          |
| 37 NT      | CATERPILLAR      | 2002    | 0938GVAYS02633        | 938G LOADER      |
| 2007       | Pavement Cutter  | 2003    | 375498-serial number  | Target           |
| 25 NT      | Vac-All          | 2005    | 1WBPPCCBD2JU305521    | VAC-TOR          |
| 32 NT      | ELGIN            | 2006    | 1FVACXDC16HV19596     | SWEEPER          |
| 110NT      | CONTRAIL         | 2006    | 4KNUC16226L161794     | TRAILER          |
| 89 NT      | SNOWCO           | 1991    | 714T - 14 FT          | TRAILER          |
| 78 NT      | KUBOTA           | 1996    | L3561408              | TRACTOR          |
| 87 NT      | CROSS COUNTRY    | 2001    | 431FS202611000382     | TRAILER          |
| 88 NT      | WELLS CARGO      | 2003    | 1W4200F2148002700     | TRAILER          |
| 105 NT     | TOWMASTER        | 2003    | 4KNUC16203L161515     | TRAILER          |
| 107NT      | WELLS CARGO      | 2004    | 1W4200G2148004137     | TRAILER          |
| 108NT      | CAR-MATE         | 2004    | 5A3C510S44L007521     | TRAILER          |
| 81 NT      | TORO             | 2005    | 240000194             | MOWER            |
| 118NT      | MP1227DE         | 2007    | 42EDPME4571000815     | TRAILER          |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC.      |
|            |                  |         |                       | PARK & REC.      |
|            |                  |         |                       | PARK & REC       |
|            |                  |         |                       | PARK & REC.      |

# VEHICLES

| ID #/      | Description of Equipment | YEAR | ID                | CAR POOL, PUBLIC BUILDING MAINTENANCE AND SEWER PLANT | DEPARTMENT-CP=Car Pool         | Assigned To    |
|------------|--------------------------|------|-------------------|---|--------------------------------|----------------|
| 57 NT      | FORD                     | 1996 | 1FMDA41X2TZA97182 | 4WD AEROSTAR  | PUBLIC BUILDING MAINTENANCE    | Bob McCullouch |
| 6 NT       | FORD                     | 1997 | 1FTCR11X4VTA24523 | RANGER  | CP-FFH SECURITY                | FFH Security   |
| 10 NT      | FORD                     | 1997 | 1FALP51U1VA321639 | TAURUS  | CP-DISPATCH                    | Dispatch       |
| 79 NT      | CHEVROLET                | 1998 | 1GCHK34F9WF025658 | PICK - UP   | SEWER PLANT                    | Sewer Plant    |
| 8 NT       | CHEVROLET                | 1999 | 1GCDT14X7XK150613 | PICK - UP   | CP-IT(former Building Vehicle) | Steven Birney  |
| 37952 CT   | FORD                     | 1999 |                   | 12 PASSENGER MINI BUS                                 | SENIOR CENTER                  | Senior Center  |
| 95 NT      | CHEVROLET                | 2000 | 1GCDT14WXYK179953 | PICK - UP   | CP-ASSESSOR                    | Alternate      |
| 52 NT      | CHEVROLET                | 2000 | 1GCDT14W2YK183737 | PICK - UP   | CP-IT                          | Dennis Lawler  |
| 96 NT      | CHEVROLET                | 2001 | 1GCDT19W618210899 | PICK - UP   | CP-BUILDING                    | Tony Bezok     |
| 97 NT      | CHEVROLET                | 2001 | 1GCDT19W218210723 | PICK - UP   | CP-P & Z                       | George Benson  |
| 1 NT       | JEEP                     | 2002 | 1J4GW38N52C207106 | 4-DOOR ST-WGN   | CP-SELECTMAN                   | Pat Llodra     |
| 2 NT       | CHEVROLET                | 2002 | 1GCCT19WX28164264 | PICKUP  | CP-ENGINEER                    | Ron Bolmer     |
| 7 NT       | CHEVROLET                | 2002 | 1GCDT19W728133400 | PICK - UP   | CP-HEALTH DEPT                 | Ed Knapp       |
| 5 NT       | CHEVROLET                | 2003 | 1GCDT19XX38119341 | PICK - UP   | CP-BUILDING                    | George French  |
| 51 NT      | CHEVROLET                | 2003 | 1GCDT19X238120435 | PICK - UP   | CP-HEALTH DEPT                 | Keith Vaughn   |
| 4 NT       | CHEVROLET                | 2005 | 1GCDT196258188096 | PICK - UP   | CP-BUILDING                    | John Poeltl    |
| 3 NT       | FORD                     | 2006 | 1FTYR15E26PA13836 | PICK - UP   | CP-CONSERVATION                | Rob sibley     |
| 112NT      | FORD                     | 2007 | 1FTZR45E67PA00353 | PICK-UP   | CP-P & Z                       | Gary Frenette  |
| 113NT      | FORD                     | 2007 | 1FTZR45E67PA00354 | PICK-UP   | CP-HEALTH DEPT                 | Mike Carey     |
| PARK & REC |                          |      |                   |   |                                |                |
| 64 NT      | CHEVROLET                | 2000 | 1GCDT14W7YK191543 | PICK - UP   | PARK & REC                     |                |
| 91 NT      | MITSUBISHI               | 2000 | JW6AAC1H5YL004448 | DUMP  | PARK & REC                     |                |
| 9 NT       | CHEVROLET                | 2001 | 1GNEL19W61B133112 | AWD VAN   | PARK & REC                     |                |
| 99 NT      | CHEVROLET                | 2002 | 1GCHK24192E136919 | PICK-UP   | PARK & REC                     |                |
| 28 NT      | FORD                     | 2003 | 1FDAF57F23EA93746 | SM.DUMP   | PARK & REC                     |                |
| 104 NT     | CHEVY                    | 2003 | 1GCHK24123E149867 | PICK-UP   | PARK & REC                     |                |
| 90 NT      | FORD                     | 2004 | 1FDWF37P14EB54198 | F350 SM DUMP  | PARK & REC                     |                |
| 109NT      | Ford                     | 2006 | 1FDAF57PX6EB71204 | F-550 SM DUMP   | PARK & REC.                    |                |
| 92 NT      | FORD                     | 2007 | 1FDAF57P17EA84650 | F550  | PARK & REC                     |                |
| 114NT      | FORD-F550                | 2007 | 1FDAW57P26ED70120 | SM-DUMP   | PARK & REC.                    |                |
| 39 NT      | STERLING                 | 2009 | 3F6EK7669G514362  | SM-DUMP   | PARK & REC.                    |                |
| 80 NT      | Sterling                 | 2009 | 3F6WK76L69G514361 | SMALL DUMP  | PARK & REC.                    |                |
| 54 NT      | FORD                     | 2011 | 1FD0X5HT0BEB14976 | F550 SM DUMP  | G.V.R.W. PARK & REC.           |                |

# POLICE DEPARTMENT

|        |              |      |                   |                 |                    |
|--------|--------------|------|-------------------|-----------------|--------------------|
| 70 NT  | FORD         | 2005 | 2FAFP71W85X132102 | SEDAN - PATROL  | POLICE DEPT        |
| 76 NT  | FORD         | 2005 | 2FAFP7W95X146333  | SEDAN - PATROL  | POLICE DEPT        |
| 69 NT  | FORD         | 2006 | 2FAHP71W56X151409 | SEDAN - PATROL  | POLICE DEPT        |
| 71 NT  | FORD         | 2007 | 2FA4P7LWQ7X134390 | SEDAN - PATROL  | POLICE DEPT        |
| 74 NT  | FORD         | 2007 | 2FAHP71W27X134391 | SEDAN - PATROL  | POLICE DEPT        |
| 68 NT  | FORD         | 2008 | 2FAHP71V68X164101 | SEDAN - PATROL  | POLICE DEPT        |
| 72 NT  | FORD         | 2008 | 2FAHP71V88X164102 | SEADAN - PATROL | POLICE DEPT        |
| 75 NT  | FORD         | 2008 | 2FAHP71VX8X164103 | SEDAN - PATROL  | POLICE DEPT        |
| 67 NT  | FORD         | 2009 | 2FAHP71V39X109283 | SEDAN - PATROL  | POLICE DEPT        |
| 73 NT  | FORD         | 2010 | 1FTLR4FE3APA27277 | VAN-CANINE      | POLICE DEPT        |
| 121NT  | FORD         | 2010 | 2FABPTBV5AX111223 | SEADAN - PATROL | POLICE DEPT        |
| 66 NT  | FORD         | 2006 | 1FDXE45S26DB15195 | VAN             | POLICE DEPT - C.P. |
| 62 NT  | FORD         | 2010 | 1FMJU1G59AEB50009 | EXPEDITION      | POLICE DEPT - SGT  |
| 106 NT | MIGHTY MOVER | 2003 | 4AGAU08173C035364 | TRAILER         | POLICE DEPT.       |
| 122NT  | FORD EXP     | 2004 | 1FMDU83W3UB5E955  |                 | POLICE DEPT.       |
| 122NT  | H-D-FLHTP    | 2007 | 1HD1FMM127Y629394 | MOTORCYCLE      | POLICE DEPT.       |

# PUBLIC WORKS

|        |              |      |                    |                |                       |
|--------|--------------|------|--------------------|----------------|-----------------------|
| 15 NT  | AUTOCAR      | 1990 | 4V2SABMD9LU505379  | DUMP           | HIGHWAY DEPT          |
| 22 NT  | FORD         | 1995 | 1FDYK9CLOSVA37871  | DUMP           | HIGHWAY DEPT          |
| 94 NT  | FORD         | 1995 | 1FDYK9CL9SVA37870  | DUMP           | HIGHWAY DEPT          |
| 17 NT  | FORD         | 1996 | 1FDYK90L4TVA16927  | DUMP           | HIGHWAY DEPT          |
| 20 NT  | FORD         | 1997 | 1FDYN90P8WV09767   | DUMP           | HIGHWAY DEPT          |
| 21 NT  | FORD         | 1998 | 1FDYN90PXWVA38235  | DUMP           | HIGHWAY DEPT          |
| 50 NT  | CHEVY        | 1998 | 1GCHG39F8W1030700  | VAN            | HIGHWAY DEPT          |
| 77 NT  | GMC          | 1999 | 1GDM7H1C9XJ510643  | AERIL-LIFT     | HIGHWAY DEPT          |
| 23 NT  | WESTERN STAR | 2000 | 2WLLADXF21K967556  | DUMP           | HIGHWAY DEPT          |
| 44 NT  | FORD         | 2000 | 1FTSF31F3YEB63607  | PICK - UP      | HIGHWAY DEPT          |
| 63 NT  | STERLING     | 2000 | 2FZHEMCB7YAB01941  | DUMP           | HIGHWAY DEPT          |
| 98 NT  | WESTERN STAR | 2001 | 2WLLADXF31K971180  | DUMP           | HIGHWAY DEPT          |
| 34 NT  | CHEVY        | 2001 | 1GCHK24171E285277  | PICK UP        | HIGHWAY DEPT          |
| 49 NT  | CHEVY        | 2001 | 1GBHK24141E287945  | PICK - UP      | HIGHWAY DEPT          |
| 53 NT  | CHEVROLET    | 2001 | 1G1ND52J716278561  | CHEVY M        | HIGHWAY DEPT          |
| 48 NT  | CHEVY        | 2002 | 1GCHK24102E148926  | PICK - UP      | HIGHWAY DEPT          |
| 65 NT  | CHEVY        | 2002 | 1GCHK24152E155676  | PICK - UP      | HIGHWAY DEPT          |
| 11 NT  | MACK         | 2003 | 1M2P266C43M066928  | DUMP           | HIGHWAY DEPT          |
| 19 NT  | MACK         | 2003 | 1M2P267C83M066929  | 10 WHEEL DUMP  | HIGHWAY DEPT          |
| 24 NT  | MACK         | 2003 | 1M2P266C43M064306  | A.W.D.         | HIGHWAY DEPT          |
| 29 NT  | FORD         | 2003 | 1FDAF57FX3EA49249  | 17500 G.V.W.R. | HIGHWAY DEPT          |
| 45 NT  | CHEVY        | 2003 | 1GCHK24183E148237  | PICK - UP      | HIGHWAY DEPT          |
| 12 NT  | MACK         | 2004 | 1M2AG08C34M001068  | DUMP           | HIGHWAY DEPT          |
| 16 NT  | MACK         | 2004 | 1M2AG11C44MO12015  | 10 WHEEL DUMP  | HIGHWAY DEPT          |
| 47 NT  | FORD         | 2004 | 1FDAF57P34EA83737  | SM-DUMP        | HIGHWAY DEPT          |
| 102 NT | MACK         | 2004 | 1M2P267CX41M067341 | 10 WHEEL DUMP  | HIGHWAY DEPT          |
| 13 NT  | MACK         | 2005 | 1M2AG08C55M001266  | DUMP           | HIGHWAY DEPT          |
| 14 NT  | MACK         | 2005 | 1M2AG11C95M027045  | 10 WHEEL DUMP  | HIGHWAY DEPT          |
| 41 NT  | FORD         | 2005 | 1FTWF31P75EA60079  | PICK - UP      | HIGHWAY DEPT          |
| 42 NT  | FORD         | 2005 | 1FTWF31P35EA60080  | PICK - UP      | HIGHWAY DEPT          |
| 46 NT  | FORD         | 2005 | 1FDWF37P95EA57364  | PICK - UP      | HIGHWAY DEPT          |
| 103 NT | Chrysler     | 2005 | 2C4GP54L65R268480  | Van            | HIGHWAY DEPT          |
| 31 NT  | FORD         | 2006 | 1FDAF57P36EB04007  | 17950-G.V.W.R  | HIGHWAY DEPT          |
| 43 NT  | FORD         | 2006 | 1FDWF37P86EB79389  | SM-DUMP        | HIGHWAY DEPT          |
| 30 NT  | Chevy        | 2008 | 1GDE5C3968F406808  | 19500 G.V.W.R. | HIGHWAY DEPT          |
| 93 NT  | FORD         | 2008 |                    | Escape         | HIGHWAY DEPT          |
| 18 NT  | Volvo        | 2009 | 4V5KC9EH29N285920  | 10 Wheel DUMP  | HIGHWAY DEPT          |
| 26 NT  | Volvo        | 2009 | 4V5KC9EH69N285919  | 10 Wheel DUMP  | HIGHWAY DEPT          |
| 27 NT  | Volvo        | 2009 | 4V5K39EG29N273094  | DUMP           | G.V.W.R. HIGHWAY DEPT |

Joe Tani  
Dave Bratz

Fred Hurley



## 510 WINTER MAINTENANCE

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The program consists of snow removal and sanding in the winter and removal of winter sand from the roadways and catch basins in the spring and summer. Five year rolling averages with updated pricing for are as follows:

Overtime 4,000 hours x 37.75/hour = \$151,000  
Salt 3,400 tons x \$84.95/ton = \$288,830  
Sand 3,300 Yards x \$20.00/cy= \$66,000  
Sweeping 1,100 hours x \$37.75/hour= \$41,525  
Contractual - Basin Cleaning 6,200 basins x \$21/basin= \$130,200  
Chains and Blades \$20,000  
Total \$697,555

### BUDGET COMMENTARY

The actual expenditure for the past budget year was \$714,415, which was close to the rolling average.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Continued full season use of treated salt

2011-2012 goal to work with Police and Legislative Council to develop a comprehensive ordinance for sidewalk, driveway and road snow clearance. This ordinance to spell out obligations of property owners and a workable enforcement mechanism to ensure compliance.

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**510 WINTER MAINTENANCE**  
 -----

|                                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET<br>BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|---|------------------------------------|-----------------------------------|
| 01510 1003 OVERTIME             | 213,827             | 172,921             | 150,000                        | 150,000                          | 160,000          | 160,000   |                                    |                                   |
| 01510 2031 SAND                 | 80,000              | 65,000              | 65,000                         | 65,000                           | 65,000           | 65,000  |                                    |                                   |
| 01510 2032 SALT                 | 275,000             | 393,220             | 275,000                        | 275,000                          | 350,000          | 350,000   |                                    |                                   |
| 01510 2033 CHAINS,BLADES,ETC    | 11,500              | 20,000              | 20,000                         | 20,000                           | 20,000           | 20,000  |                                    |                                   |
| 01510 4060 CONTRACTUAL SERVICES | 113,468             | 63,274              | 88,325                         | 88,325                           | 105,000          | 105,000   |                                    |                                   |
| 01510 5080 CAPITAL              | -                   | -                   | -                              | -                                | -                | -   |                                    |                                   |
| TOTAL WINTER MAINTENANCE        | 693,795             | 714,415             | 598,325                        | 598,325                          | 700,000          | 700,000   | -                                  | -                                 |

# WINTER MAINTENANCE - BUDGET JUSTIFICATION

| Account                      | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|------------------------------|---------------------------------|---|--------------------------------|
| 01510 1003 OVERTIME          | 160,000                         | This account is used for overtime for storms from November to April.<br>An average of 4,000 hours of overtime have been required on a five year average.<br>At an average of \$37.75 per hour per person for overtime, this amount covers approximately 3974 hours. | 160,000                        |
| 01510 2031 SAND              | 65,000                          | This amount covers approximately 3,300 cubic yards of sand. Use is approximately 180 cubic yards per storm. We average 18+ storms requiring sanding during the course of the winter.<br>At \$20 per cubic yard, this amount covers approximately 3,250 cubic Yards  | 160,000<br>65,000              |
| 01510 2032 SALT              | 350,000                         | This account covers treated salt used for winter deicing. The equivalent of 3,400 tons of treated road salt has been used annually over the last five years   | 65,000<br>350,000              |
| 01510 2033 CHAINS,BLADES,ETC | 20,000                          | This account covers sanders, plows, chains and blades for trucks and other heavy equipment. It is anticipated that the full allocation will be needed based on the current condition of plows and sanders.  | 350,000<br>20,000              |
|                              |                                 |   | 20,000                         |

# WINTER MAINTENANCE - BUDGET JUSTIFICATION

| Account                         | Budget Request | Justification   | Itemized Budgeted Amount |
|---------------------------------|----------------|---|--------------------------|
| 01510 4060 CONTRACTUAL SERVICES | 105,000        | This account covers contracted removal of winter debris from catch basins and street sweeping by Town forces. The complete cleaning of all catch basins and roadways is a continuing requirement under current Federal and State storm water discharge regulations. | 105,000                  |
| 01510 5080 CAPITAL              | -              |   | 105,000                  |
|                                 |                |   |                          |
|                                 |                |   | -                        |



4 Turkey Hill Road  
 Newtown, CT 06470  
 203.270.4300  
 203.426.9968 (fax)



Frederick W. Hurley, Jr.  
 Public Works Director

### Historical Staffing Levels: PUBLIC WORKS

|                                    | 1990-1991 | 1995-1996 | 2000-2001 | 2005-2006 | 2010-2011 |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Director                           | 1         | 1         | 1         | 1         | 1         |
| Town Engineer                      | 1         | 1         | 1         | 1         | 1         |
| Assistant Engineer/Deputy Director | 0         | 0         | 1         | 1         | 1         |
| Operations Manager                 | 1         | 1         | 1         | 1         | 1         |
| Garage Manager                     | 1         | 1         | 1         | 1         | 1         |
| Administrator                      | 1         | 1         | 1         | 1         | 1         |
| Assistant Administrator            | 2         | 2         | 2         | 2         | 2         |
| Master Mechanic                    | 1         | 1         | 1         | 1         | 1         |
| Mechanics                          | 3         | 2         | 3         | 3         | 3         |
| Crib Attendant                     | 1         | 1         | 1         | 1         | 1         |
| Crew Chief                         | 3         | 4         | 4         | 4         | 4         |
| HEO-Leadman                        | 0         | 0         | 0         | 0         | 5         |
| HEO                                | 7         | 7         | 7         | 7         | 4         |
| Truck Driver                       | 14        | 14        | 18        | 18        | 15        |
| Transfer Station Manager           | 1         | 0         | 0         | 0         | 0         |
| TS HEO                             | 1         | 0         | 0         | 0         | 0         |
| TS HEO Leadman                     | 0         | 0         | 0         | 0         | 1         |
| TS Attendants                      | 3         | 2         | 2         | 3         | 2         |
| Recycling Coordinator              | 1         | 0         | 0         | 0         | 0         |
| <b>TOTAL</b>                       | <b>42</b> | <b>38</b> | <b>44</b> | <b>45</b> | <b>44</b> |
| Added Miles                        | 3.8       | 14.8      | 11.7      | 8.3       | 3.6       |
| Total Added Miles                  | 3.8       | 18.6      | 30.3      | 38.6      | 42.2      |
| Town Totals - 215.8                | 219.6     | 234.4     | 246.1     | 254.4     | 258       |
| Plow Runs                          | 20        | 20        | 24        | 24        | 23        |
| Average Miles                      | 11        | 11.7      | 10.3      | 10.6      | 11.2      |

4 TURKEY HILL ROAD  
NEWTOWN, CONNECTICUT 06470  
FAX (203) 426-9968



JOSEPH TA  
OPERATIONS MANAGER  
(203) 270-4300

## TOWN OF NEWTOWN

PUBLIC WORKS DEPARTMENT

### Summary of Snow Plow Runs – 23 Runs

January 11, 2011

Crew Chief - Anthony Cappozziello  
Drivers

|                 |                |                 |                       |
|-----------------|----------------|-----------------|-----------------------|
| George Matern   | 6 Wheel Truck  | 11.1 mi.        | 17 Turnarounds        |
| Josef Prah      | 6 Wheel Truck  | 11.7 mi.        | 11 Turnarounds        |
| Pete Daccolti   | 1 Ton Truck    | 4.4 mi.         | 22 Turnarounds        |
| Buddy Ingram    | 6 Wheel Truck  | 13.5 mi.        | 20 Turnarounds        |
| Alan Lescrynski | 10 Wheel Truck | <u>13.5 mi.</u> | <u>20 Turnarounds</u> |
| <b>Totals</b>   |                | <b>54.2</b>     | <b>90 Turnarounds</b> |

Crew Chief - Milton Adams  
Drivers

|               |                |                 |                       |
|---------------|----------------|-----------------|-----------------------|
| John Ferris   | 1 Ton Truck    | 2.9 mi.         | 15 Turnarounds        |
| Ray Disbrow   | 6 Wheel Truck  | 11.8 mi.        | 15 Turnarounds        |
| Jim Gillette  | 6 Wheel Truck  | 10.3 mi.        | 16 Turnarounds        |
| Lee Glover    | 10 Wheel Truck | 16.1 mi.        | 17 Turnarounds        |
| John Manville | 10 Wheel Truck | 10.3 mi.        | 13 Turnarounds        |
| Ted Hunt      | 6 Wheel Truck  | <u>10.6 mi.</u> | <u>14 Turnarounds</u> |
| <b>Totals</b> |                | <b>62.0 mi.</b> | <b>90 Turnarounds</b> |

Crew Chief - Ray Bresson  
Drivers

|                    |                |                 |                       |
|--------------------|----------------|-----------------|-----------------------|
| Keven Belden       | 6 Wheel Truck  | 12.2 mi.        | 15 Turnarounds        |
| Ron Nicholson      | 6 Wheel Truck  | 10.5 mi.        | 10 Turnarounds        |
| Chuck Morgan       | 1 Ton Truck    | 4.3 mi.         | 14 Turnarounds        |
| Jeff Thomas        | 6 Wheel Truck  | 10.9 mi.        | 9 Turnarounds         |
| Howard Sears       | 6 Wheel Truck  | 13.3 mi.        | 19 Turnarounds        |
| Chris Cappozziello | 10 Wheel Truck | <u>14.3 mi.</u> | <u>14 Turnaround</u>  |
| <b>Totals</b>      |                | <b>65.5 mi.</b> | <b>81 Turnarounds</b> |

Crew Chief - Rob Toth  
Drivers

|                    |                |                  |                        |
|--------------------|----------------|------------------|------------------------|
| Dave Ferraro       | 10 Wheel Truck | 15.9 mi.         | 12 Turnarounds         |
| Jerry Dachenhausen | 6 Wheel Truck  | 12.9 mi.         | 13 Turnarounds         |
| Paul Martin        | 1 Ton Truck    | 6.9 mi.          | 9 Turnarounds          |
| Joe Pratt          | 10 Wheel Truck | 15.2 mi.         | 12 Turnarounds         |
| Bob Thompson       | 6 Wheel Truck  | 11.7 mi.         | 13 Turnarounds         |
| Mechanic           | 6 Wheel Truck  | <u>14.1 mi.</u>  | <u>13 Turnaround</u>   |
| <b>Totals</b>      |                | <b>76.0 mi.</b>  | <b>72 Turnarounds</b>  |
| <b>Grand Total</b> |                | <b>257.7 mi.</b> | <b>333 Turnarounds</b> |

[illegible]

615 6. 52 7. 52 8. 52 9. 52 10. 52

0 0.5 1 2 Miles

Data shown on this map were derived from a variety of sources at different scales. This is not a survey and no field verification was performed. This map shall not be used for the transfer of property. Please review the Town of Newtown access policy if you have any questions. By viewing, copying, or otherwise using this map you agree to follow the terms of use. If you feel that you cannot follow this policy contact the GIS Coordinator for the Town of Newtown.



# WINTER STORM BREAKDOWN

2010-2011

| DATE | DAY        | TIME IN | TIME OUT | TYPE OF STORM | SAND                          |        | PER YD     | TREATED SALT |             | OVERTIME |              | TOTAL COST OF STORM |
|------|------------|---------|----------|---------------|-------------------------------|--------|------------|--------------|-------------|----------|--------------|---------------------|
|      |            |         |          |               | USED YDS                      |        |            | USED TONS    | COST        | HOURS    | COST         |                     |
| 1    | 11/8/2010  | Mon     | 7:00 AM  | 3:30 PM       | Sleet                         | 48     | \$16.33    | 56.64        | \$4,865.94  |          |              | \$5,649.78          |
| 2    | 12/10/2010 | Fri     | 3:30 PM  | 6:00 PM       | Snow                          | 15     | \$244.95   | 17.7         | \$1,520.61  | 15.25    | \$ 571.76    | \$2,337.32          |
| 3    | 12/12/2010 | Sun     | 3:15 AM  | 8:30 AM       | Rain/Ice                      | 189    | \$3,086.37 | 225.38       | \$19,362.40 | 103.25   | \$ 3,949.83  | \$26,398.60         |
| 4    | 12/14/2010 | Tue     | 1:00 AM  | 3:30 PM       | Snow                          | 149.5  | \$2,441.34 | 176.41       | \$15,155.38 | 53.25    | \$ 1,987.09  | \$19,583.81         |
| 5    | 12/26/2010 | Sun     | 11:48 AM |               | Snow 15-18 inches             | 295.5  | \$4,825.52 | 355.18       | \$30,513.51 | 658.75   | \$ 25,291.82 | \$60,630.85         |
| 6    | 12/27/2010 | Mon     | 4:00 PM  |               | Snow 12 inches                | 295    | \$4,817.35 | 348.1        | \$29,905.27 | 415      | \$ 17,037.96 | \$51,760.58         |
|      | 1/7/2011   | Fri     | 7:00 AM  | 4:00 AM       |                               |        |            |              |             |          |              |                     |
|      | 1/8/2011   | Sat     |          |               |                               |        |            |              |             |          |              |                     |
| 6A   | 1/9/2011   | Sun     | 10:00 AM | 4:00 PM       | Continuation of storm         | 10     | \$163.30   | 11.8         | \$1,013.74  | 25.5     | \$969.89     | \$2,146.93          |
| 7    | 1/9/2011   | Sun     | 12:00 AM | 6:00 AM       | Snow dusting                  | 50.5   | \$824.67   | 61.95        | \$5,322.12  | 41.25    | \$1,545.71   | \$7,692.50          |
| 7A   | 1/10/2011  | Mon     | 7:00 AM  | 3:30 PM       | Checkruns from storm          | 57.5   | \$938.98   | 73.16        | \$6,285.18  |          |              | \$7,224.15          |
| 8    | 1/11/2011  | Tue     | 10:00 PM | 10:00 PM      | Snow 28 to 32 inches          | 290    | \$4,735.70 | 354.59       | \$30,462.83 | 468      | \$ 17,877.66 | \$53,076.19         |
|      | 1/12/2011  | Wed     |          |               |                               |        |            |              |             |          |              |                     |
| 8A   | 1/13/2011  | Thurs   | 7:00 AM  | 3:30 PM       | Continuation of storm         | 54.75  | \$894.07   | 64.605       | \$5,550.22  | 35.25    | \$ 1,326.22  | \$7,770.50          |
| 8B   | 1/14/2011  | Fri     | 7:00 AM  | 3:30 PM       | Storm clean up                | 36.5   | \$596.05   | 50.74        | \$4,359.07  |          |              | \$4,955.12          |
| 9    | 1/18/2011  | Tue     | 1:00 AM  | 3:30 PM       | 2" Snow, sleet & rain         | 443.25 | \$7,238.27 | 523.04       | \$44,934.37 | 357      | \$ 13,751.70 | \$65,924.34         |
|      | 1/19/2011  | Wed     |          |               |                               |        |            |              |             |          |              |                     |
| 10   | 1/20/2011  | Thurs   | 12:00 AM | 3:30 PM       | 4" snow                       | 255    | \$4,164.15 | 305.03       | \$26,205.13 | 206.25   | \$ 7,937.88  | \$38,307.16         |
|      | 1/21/2011  | Fri     |          |               |                               |        |            |              |             |          |              |                     |
| 11   | 1/25/2011  | Tue     | 4:00 AM  | 3:30 PM       | 4-6 inches snow               | 217.5  | \$3,551.78 | 270.22       | \$23,214.60 | 100      | \$ 3,839.08  | \$30,605.46         |
| 12   | 1/26/2011  | Wed     | 10:00 AM | 3:30 PM       | 14-16 inches snow             | 278    | \$4,539.74 | 336.3        | \$28,891.53 | 513.75   | \$ 19,746.43 | \$53,177.70         |
|      | 1/27/2011  | Thurs   |          |               |                               |        |            |              |             |          |              |                     |
| 12A  | 1/28/2011  | Fri     | 3:30AM   | 3:30PM        | Continuation of storm cleanup | 126    | \$2,057.58 | 155.17       | \$13,330.65 | 87.25    | \$ 3,366.04  | \$18,754.27         |

## TOTALS

|      |     |      |             |              |          |      |              |              |         |        |               |            |              |                      |
|------|-----|------|-------------|--------------|----------|------|--------------|--------------|---------|--------|---------------|------------|--------------|----------------------|
| 2811 | YDS | Sand | \$45,903.63 | Cost of Sand | 3386.015 | Tons | \$290,892.55 | Cost of Salt | 3079.75 | OT Hrs | \$ 119,199.07 | Cost of OT | \$455,995.25 | Total cost of Storms |
|------|-----|------|-------------|--------------|----------|------|--------------|--------------|---------|--------|---------------|------------|--------------|----------------------|

\*Snow fall amounts are estimates only and are made by the Public Works Department.

# WINTER STORM BREAKDOWN - 2009-2010

| DATE |            | DAY  | TIME IN | TIME OUT | TYPE OF STORM                 | SAND     |            | "ice be gone"  |             | OVERTIME |              | TOTAL         |
|------|------------|------|---------|----------|-------------------------------|----------|------------|----------------|-------------|----------|--------------|---------------|
|      |            |      |         |          |                               | USED YDS | PER YD     | SALT USED TONS | COST        | HOURS    | COST         | COST OF STORM |
| 1    | 12/5/2009  | Sat  | 5:45pm  | 11:15pm  | Light Snow/Sleet              | 151.50   | \$2,474.00 | 178.77         | \$86.44     | 126.50   | \$ 4,973.82  | \$22,900.69   |
| 2    | 12/9/2009  | Wed  | 2am     | 3:30pm   | Snow/Sleet                    | 183.00   | \$2,988.39 | 215.94         | \$18,665.85 | 127.00   | \$ 4,918.97  | \$26,573.21   |
| 3    | 12/10/2009 | Thur | 1am     | 7:00am   | Ice                           | 29.00    |            | 34.22          | \$2,957.98  | 29.25    | \$ 1,245.84  | \$4,677.39    |
| 4    | 12/13/2009 | Sun  | 12:00pm | 3:00am   | Ice                           | 209.00   | \$3,412.97 | 246.62         | \$21,317.83 | 119.50   | \$ 4,540.31  | \$29,271.11   |
| 5    | 12/14/2009 | Mon  | 3:00am  | 3:30pm   | Ice                           | 105.00   | \$1,714.65 | 123.90         | \$10,709.92 | 145.00   | \$ 5,481.25  | \$17,905.82   |
| 6    | 12/19/2009 | Sat  | 8pm     | 1pm      | Snow                          | 336.50   | \$5,495.05 | 397.07         | \$34,322.73 | 524.25   | \$ 19,899.67 | \$59,717.45   |
| 6a   | 12/21/2009 | Mon  | 4am     | 7am      | Snow                          | 56.00    | \$914.48   | 66.08          | \$5,711.96  | 98.50    | \$ 3,736.43  | \$10,362.87   |
| 7    | 12/25/2009 | Fri  | 11pm    | 3pm      | Sleet                         | 162.50   | \$2,653.63 | 191.75         | \$16,574.87 | 104.00   | \$ 3,971.63  | \$23,200.13   |
| 8    | 12/31/2009 | Thur | 11am    | 3pm      | Snow                          | 206.75   | \$3,376.23 | 243.97         | \$21,088.77 | 154.50   | \$5,860.32   | \$30,325.31   |
| 9    | 1/1/2010   | Fri  | 2:30am  | 7am      | Snow                          | 145.75   | \$2,380.10 | 171.98         | \$14,865.95 | 94.25    | \$ 3,614.43  | \$20,860.48   |
| 10   | 1/2/2010   | Sat  | 2:30am  | 7am      | Snow                          | 153.00   | \$2,498.49 | 180.54         | \$15,605.88 | 121.50   | \$ 4,628.86  | \$22,733.23   |
| 11   | 1/3/2010   | Sun  | 10am    | 7pm      | Snow                          | 265.00   | \$4,327.45 | 239.00         | \$20,659.16 | 252.00   | \$ 9,552.81  | \$34,539.42   |
| 12   | 1/4/2010   | Mon  | 3am     | 7am      | Snow                          | 101.75   | \$1,661.58 | 120.65         | \$10,428.99 | 138.00   | \$ 5,217.25  | \$17,307.81   |
| 13   | 1/8/2010   | Fri  | 5am     | 7am      | Snow                          | 152.00   | \$2,482.16 | 182.90         | \$15,809.88 | 97.25    | \$ 3,966.46  | \$22,258.50   |
| 14   | 1/18/2010  | Sun  | 4:45pm  | 12:30am  | Snow                          | 84.00    | \$1,371.72 | 99.12          | \$8,567.93  | 69.00    | \$ 2,509.06  | \$12,448.71   |
| 15   | 1/28/2010  | Thur | 7am     | 3:30pm   | Snow storm during wk hrs      | 252.50   | \$4,123.33 | 297.95         | \$25,754.80 | 1.75     | \$ 63.85     | \$29,941.97   |
| 16   | 1/29/2010  | Fri  | 4am     | 3:30pm   | preset ck rds for school      | 74.25    | \$1,212.50 | 89.39          | \$7,726.44  | 103.75   | \$ 3,923.25  | \$12,862.19   |
| 17   | 2/3/2010   | Wed  | 1am     | 3:30pm   | Snow                          | 198.25   | \$3,237.42 | 235.71         | \$20,374.77 | 180.25   | \$ 6,839.03  | \$30,451.22   |
| 18   | 2/10/2010  | Wed  | 7am     |          | continual light snow and wind | 410.00   | \$6,695.30 | 494.39         | \$42,735.07 | 430.25   | \$ 16,150.93 | \$65,581.30   |
|      |            | Thur |         | 11am     |                               |          |            |                |             |          |              |               |
| 19   | 2/15/2010  | Mon  | 9pm     |          | Snow                          | 304.25   | \$4,968.40 | 359.02         | \$31,033.26 | 411.75   | \$ 15,592.81 | \$51,594.47   |
|      |            | Wed  |         | 12:30am  |                               |          |            |                |             |          |              |               |
|      | 2/17/2010  | Wed  | 7am     |          | Continue of storm of 2/15/10  | 42.00    | \$685.86   | 49.56          | \$4,283.97  |          |              | \$4,969.83    |
| 20   | 2/22/2010  | Mon  | 10:30pm |          | Snow                          |          |            |                |             |          |              | \$0.00        |
|      | 2/23/2010  | Tue  |         | 5pm      | Continue of storm of 2/22/10  | 206.50   | \$3,372.15 | 254.44         | \$21,993.79 | 248.00   | \$ 9,416.67  | \$34,782.61   |
| 21   | 2/24/2010  | Wed  | 12am    | 7am      | rain ice spots                | 36.00    | \$587.88   | 42.48          | \$7,471.87  | 34.50    | \$ 1,297.88  | \$9,357.63    |
| 22   | 2/26/2010  | Fri  | 4am     | midnight | Snow                          | 294.00   | \$4,801.02 | 350.46         | \$30,293.76 | 320.75   | \$ 12,126.82 | \$47,221.60   |

\*Snow fall amounts are estimates only and are made by the Public Works Department.

515 LANDFILL

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The transfer station provides drop off recycling for all residents and household waste disposal for those purchasing permits. The facility operates five days a week from Tuesday to Saturday. It supports recycling of many items not included in curbside pickup such as waste oil, tires, scrap metal, brush, waste paper and batteries and electronics.

BUDGET COMMENTARY

It is difficult to reduce this budget because most of the cost is for outside vendors for which there is no alternative. We have held the line this budget provided there is no unexpected calamity such as a wind storm not FEMA reimbursed which would require major wood grinding.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Upgraded the cash register system during the past year

2010-2011 goal to develop a comprehensive electronic recycling program and increase public education on general recycling

Landfill permits will be sold on-line

|                                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                 |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 515 LANDFILL                    |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01515 1002 PAYROLL              | 151,162             | 151,538             | 153,919                        | 153,919                          | 156,613          | 156,613                           |                                    |                                   |
| 01515 1003 OVERTIME             | 24,906              | 23,499              | 5,000                          | 5,000                            | 11,000           | 11,000                            |                                    |                                   |
| 01515 1006 BENEFITS             | 3,400               | 4,018               | 4,272                          | 4,272                            | 4,700            | 4,700                             |                                    |                                   |
| 01515 2011 BUILDING SUPPLIES    | 800                 | 781                 | 800                            | 800                              | 800              | 800                               |                                    |                                   |
| 01515 2018 BUILDING ELECTRIC    | 6,875               | 6,401               | 7,600                          | 7,600                            | 6,900            | 6,900                             |                                    |                                   |
| 01515 2031 EDUCATION            | -                   | -                   | 500                            | 500                              | 500              | 500                               |                                    |                                   |
| 01515 3050 REPAIRS & SUPPLIES   | 241                 | 1,700               | 1,500                          | 1,500                            | 1,500            | 1,500                             |                                    |                                   |
| 01515 4025 CONTRACTUAL SERVICES | 1,202,305           | 1,169,436           | 1,169,080                      | 1,169,080                        | 1,205,000        | 1,205,000                         |                                    |                                   |
| 01515 5080 CAPITAL              | -                   | -                   | -                              | -                                | 12,000           | 12,000                            |                                    |                                   |
| TOTAL LANDFILL                  | 1,389,687           | 1,357,373           | 1,342,671                      | 1,342,671                        | 1,399,013        | 1,399,013                         | -                                  | -                                 |

# **LANDFILL - POSITION SCHEDULE**

| <u>Account / Position Classification</u> | <u>2010 - 2011 Amended Budget</u> |                                     | <u>2011 - 2012 Requested Budget</u> |                                      | <u>Increase / (Decrease)</u> |               |
|--|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------|---------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01515 1002 PAYROLL *</b>              |                                   |                                     |                                     |                                      |                              |               |
| Operator                                 | 1                                 | n/a<br>53,165                       | 1                                   | n/a<br>54,095                        | 0                            | 930           |
| Attendant                                | 2                                 | n/a<br>100,754                      | 2                                   | n/a<br>102,517                       | 0                            | 1,763         |
|  |                                   | <u>153,919</u>                      |                                     | <u>156,613</u>                       |                              | <u>2,694</u>  |

\* represents a 1.75% salary increase per labor contract



## LANDFILL - BUDGET JUSTIFICATION

| Account                      | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount     |
|------------------------------|---------------------------------|--|------------------------------------|
| 01515 1003 OVERTIME          | 11,000                          | Covers circumstances of illness, vacation and injury and provides necessary coverage of a facility that remains open for five days a week  | 11,000                             |
| 01515 1006 BENEFITS          | 4,700                           | Required by contract for clothing, shoes and longevity if applicable.<br>\$400 Uniform Purchases for 3 employees<br><br><div> <div>Longevity</div> <div> <div>Date of Hire</div> <div>1/28/1991</div> <div>6/12/1973</div> </div> <div>Hourly Wage</div> <div> <div>24.22</div> <div>25.56</div> </div> <div>Number of Weeks</div> <div> <div>1.5</div> <div>2</div> </div> </div> | <div>11,000</div> <div>4,700</div> |
| 01515 2011 BUILDING SUPPLIES | 800                             | Various supplies are required ranging from waste bags to light bulbs.  | <div>4,700</div> <div>800</div>    |
| 01515 2018 BUILDING ELECTRIC | 6,900                           | The town shares electrical costs for the operation of the site with the operator of the Transfer Station and the Dog Pound.<br><br>A 7.5% increase in cost over current usage has been calculated.   | <div>800</div> <div>6,900</div>    |
|                              |                                 |  | <div>6,900</div> <div></div>       |

## LANDFILL - BUDGET JUSTIFICATION

| Account                         | Budget Request | Justification  | Itemized Budgeted Amount   |
|---------------------------------|----------------|--|--|
| 01515 2031 EDUCATION            | 500            | This line item covers State licensing requirements for Transfer Station and Recycling Center personnel and includes public education.  | 500  |
| 01515 3050 REPAIRS & SUPPLIES   | 1,500          | The town is be responsible for various repairs and maintenance of town buildings and equipment.  | 500<br>1,500   |
| 01515 4025 CONTRACTUAL SERVICES | 1,205,000      | The vendors providing all the services for processing various forms of trash (household waste, demolition debris etc.) and recycling (curbside pickup, tires, oil, stumps, propane tanks etc<br>MSW Hauling & Tip Fees<br>Well Testing & Monitoring<br>Household & Other Hazardous Disposal<br>Demolition Waste Tip Fees<br>Curbside Recycling Pick-up (2% cola)<br>Recycling Tip Fee<br>Recycling Hauling & Container Rental<br>Removal of Waste Oil, Freon, Tires, Leaf, and Propane Tanks. DEP Fees, Stickers, misc Advertising<br>Wood Grinding<br>Electronics Recycling<br>ADJUSTMENT | 1,500<br>367,000<br>13,000<br>28,000<br>110,000<br>488,000<br>66,000<br>85,000<br>22,000<br>28,000<br>2,000<br>(4,000) |
| 01515 5080 CAPITAL              | 12,000         | Recycling Bins-Additional bins will be necessary if the Town moves to single stream.<br>2,000 bins x \$6/bin   | 1,205,000<br>12,000  |
|                                 |                |  | 12,000   |

**LANDFILL CONTRACTUAL SERVICES 01515 - 4025****2010 - 2011**

| EFF DATE   | AMOUNT    | CHECK NO | VDR NAME/ITEM DESC        | COMMENTS                  |
|------------|-----------|----------|---------------------------|---------------------------|
| 1/10/2011  | 250.00    | 69298    | ALARMS BY PRECISION       | TRANSFER STA.             |
| 8/3/2010   | 167.50    | 66946    | ALARMS BY PRECISION       | TRANSFER STA.             |
| 11/1/2010  | 2,999.00  | 68364    | BARON CONSULTING COMPANY  | WELL MONITORING (2ND QTR) |
| 8/20/2010  | 2,999.00  | 67281    | BARON CONSULTING COMPANY  | WELL MONITORING (1ST QTR) |
| 9/16/2010  | 945.84    | 67695    | BEE PUBLISHING CO         | HAZ.WASTE DAY             |
| 1/5/2011   | 31,128.60 | 69346    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 11/1/2010  | 31,128.60 | 68399    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 9/3/2010   | 31,128.60 | 67476    | DIVERSIFIED WASTE DISPOSA | NEWT623791 (JULY/AUG)     |
| 10/5/2010  | 1,200.00  | 67946    | DON STEVENS TIRE CO.      | TIRES                     |
| 11/1/2010  | 71.10     | 68407    | FIRE PROTECTION SPECIALIS | INSPECTION                |
| 11/1/2010  | 4,448.02  | 68431    | HOUSATONIC RESOURCES RECO | HHW COLL. DAY             |
| 9/16/2010  | 1,613.56  | 67760    | MORAN ENVIRONMENTAL RECOV | HAZ.WASTE OIL             |
| 10/14/2010 | 778.21    | 68274    | NORTHEAST LAMP RECYCLING  | BATTERY RECYCLING         |
| 12/1/2010  | 8,775.00  | 68886    | ORBIS CORP.               | RECYCLING BINS            |
| 11/15/2010 | 296.89    | 68731    | ORBIS CORP.               | RECYCLING BINS            |
| 1/19/2011  | 24,623.48 |          | PENDERGAST GARBAGE REMOVA | JANUARY                   |
| 12/10/2010 | 24,299.00 | 69113    | PENDERGAST GARBAGE REMOVA | DECEMBER                  |
| 11/15/2010 | 24,299.00 | 68733    | PENDERGAST GARBAGE REMOVA | NOVEMBER                  |
| 11/1/2010  | 24,294.30 | 68482    | PENDERGAST GARBAGE REMOVA | OCTOBER                   |
| 10/4/2010  | 24,284.90 | 68006    | PENDERGAST GARBAGE REMOVA | SEPTEMBER                 |
| 8/20/2010  | 24,284.90 | 67368    | PENDERGAST GARBAGE REMOVA | AUGUST                    |
| 7/27/2010  | 24,261.40 | 66810    | PENDERGAST GARBAGE REMOVA | JULY                      |
| 1/19/2011  | 2,736.24  |          | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 1/19/2011  | 3,777.15  |          | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 12/13/2010 | 3,029.52  | 69124    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 12/13/2010 | 2,383.29  | 69124    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 11/15/2010 | 3,237.39  | 68742    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 11/15/2010 | 2,261.61  | 68742    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 10/15/2010 | 3,110.25  | 68292    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 10/15/2010 | 2,362.23  | 68292    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 9/16/2010  | 2,901.21  | 67782    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 9/16/2010  | 2,326.74  | 67782    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 8/17/2010  | 3,406.65  | 67379    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 8/17/2010  | 2,278.77  | 67379    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 8/20/2010  | 425.00    | 67388    | SAFETY-KLEEN CORP         | OIL FILTERS               |
| 12/23/2010 | 294.00    | 69266    | STONE CONSTRUCTION COMPAN | RENTALS                   |
| 12/23/2010 | 190.00    | 69266    | STONE CONSTRUCTION COMPAN | MAGAZINES                 |
| 12/23/2010 | 2,250.00  | 69266    | STONE CONSTRUCTION COMPAN | PULLS                     |
| 12/23/2010 | 1,305.00  | 69266    | STONE CONSTRUCTION COMPAN | DEMO                      |
| 12/23/2010 | 1,740.00  | 69266    | STONE CONSTRUCTION COMPAN | NEWSPAPER                 |
| 12/1/2010  | 1,827.00  | 68906    | STONE CONSTRUCTION COMPAN | NEWSPAPER                 |
| 12/1/2010  | 190.00    | 68906    | STONE CONSTRUCTION COMPAN | MAGAZINES                 |
| 12/1/2010  | 1,218.00  | 68906    | STONE CONSTRUCTION COMPAN | DEMOLITION                |
| 12/1/2010  | 3,225.00  | 68906    | STONE CONSTRUCTION COMPAN | PULLS                     |
| 12/1/2010  | 294.00    | 68906    | STONE CONSTRUCTION COMPAN | RENTAL                    |
| 11/1/2010  | 1,566.00  | 68505    | STONE CONSTRUCTION COMPAN | NEWSPAPER                 |
| 11/1/2010  | 190.00    | 68505    | STONE CONSTRUCTION COMPAN | MAGAZINES                 |
| 11/1/2010  | 1,479.00  | 68505    | STONE CONSTRUCTION COMPAN | DEMO                      |
| 11/1/2010  | 2,925.00  | 68505    | STONE CONSTRUCTION COMPAN | PULLS                     |
| 11/1/2010  | 294.00    | 68505    | STONE CONSTRUCTION COMPAN | RENTALS                   |
| 10/5/2010  | 1,740.00  | 68029    | STONE CONSTRUCTION COMPAN | NEWSPAPER                 |
| 10/5/2010  | 190.00    | 68029    | STONE CONSTRUCTION COMPAN | MAGAZINES                 |
| 10/5/2010  | 1,653.00  | 68029    | STONE CONSTRUCTION COMPAN | DEMOLITION                |
| 10/5/2010  | 2,700.00  | 68029    | STONE CONSTRUCTION COMPAN | PULLS                     |
| 10/5/2010  | 294.00    | 68029    | STONE CONSTRUCTION COMPAN | RENTALS                   |

| EFF DATE   | AMOUNT    | CHECK NO | VDR NAME/ITEM DESC        | COMMENTS          |
|------------|-----------|----------|---------------------------|-------------------|
| 8/20/2010  | 3,150.00  | 67399    | STONE CONSTRUCTION COMPAN | PULLS             |
| 8/20/2010  | 245.00    | 67399    | STONE CONSTRUCTION COMPAN | RENTALS           |
| 8/20/2010  | 1,653.00  | 67399    | STONE CONSTRUCTION COMPAN | DEMO              |
| 8/20/2010  | 1,914.00  | 67399    | STONE CONSTRUCTION COMPAN | NEWSPAPER         |
| 1/19/2011  | 5,134.57  |          | TRANSFER SYSTEMS          | AL026233          |
| 12/13/2010 | 9,675.35  | 69152    | TRANSFER SYSTEMS          | TOWN464116        |
| 11/15/2010 | 9,787.62  | 68764    | TRANSFER SYSTEMS          | TOWN464116        |
| 10/15/2010 | 9,050.68  | 68322    | TRANSFER SYSTEMS          | TOWN464116        |
| 9/16/2010  | 8,981.66  | 67801    | TRANSFER SYSTEMS          | TOWN464116        |
| 8/17/2010  | 8,531.76  | 67409    | TRANSFER SYSTEMS          | TOWN464116        |
| 11/15/2010 | 24.00     | 68781    | WeRECYCLE                 | FLUORESCENT TUBES |
| 11/15/2010 | 45.34     | 68781    | WeRECYCLE                 | FLOURESCENT TUBES |
| 10/18/2010 | 19.44     | 68345    | WeRECYCLE                 | FLUOR.LIGHTS      |
| 7/27/2010  | 57.84     | 66848    | WeRECYCLE                 | RECYCLING-TVs     |
| 1/7/2011   | 15,981.19 | 69468    | WHEELABRATOR BRIDGEPORT L | 12/1/10-12/15/10  |
| 12/13/2010 | 15,001.34 | 69169    | WHEELABRATOR BRIDGEPORT L | 11/15/10-11/30/10 |
| 12/6/2010  | 13,654.58 | 69169    | WHEELABRATOR BRIDGEPORT L | 11/1/10-11/15/10  |
| 11/15/2010 | 14,029.63 | 68778    | WHEELABRATOR BRIDGEPORT L | 10/16/10-10/31/10 |
| 11/1/2010  | 19,643.11 | 68524    | WHEELABRATOR BRIDGEPORT L | 10/1-10/16/10     |
| 10/14/2010 | 13,550.25 | 68343    | WHEELABRATOR BRIDGEPORT L | 9/16/10-9/30/10   |
| 10/4/2010  | 15,344.50 | 68046    | WHEELABRATOR BRIDGEPORT L | 9/1/10-9/15/10    |
| 9/16/2010  | 14,219.51 | 67817    | WHEELABRATOR BRIDGEPORT L | 8/1/10-8/15/10    |
| 9/1/2010   | 13,736.91 | 67595    | WHEELABRATOR BRIDGEPORT L | 8/1/10-8/15/10    |
| 8/17/2010  | 18,650.12 | 67422    | WHEELABRATOR BRIDGEPORT L | 7/16/10-7/31/10   |
| 7/27/2010  | 15,973.03 | 66844    | WHEELABRATOR BRIDGEPORT L | 7/1/10-7/15/10    |
| 10/5/2010  | 13,700.00 | 68049    | WOOD GRINDING UNLIMITED   | WOOD GRINDING     |
| 9/3/2010   | 30,140.00 | 67597    | WOOD GRINDING UNLIMITED   | WOOD WASTE        |

**LANDFILL CONTRACTUAL SERVICES 01515 - 4025****2009-2010**

| EFF DATE   | AMOUNT    | CHECK NO | VDR NAME/ITEM DESC        | COMMENTS                  |
|------------|-----------|----------|---------------------------|---------------------------|
| 5/14/2010  | 2,999.00  | 65599    | BARON CONSULTING COMPANY  | WELL TESTING (4TH QTR)    |
| 2/5/2010   | 2,999.00  | 64179    | BARON CONSULTING COMPANY  | MONITORING (3RD QTR)      |
| 11/1/2009  | 2,999.00  | 62781    | BARON CONSULTING COMPANY  | 2ND QTR TESTING           |
| 9/1/2009   | 2,999.00  | 61850    | BARON CONSULTING COMPANY  | LANDFILL (WATER SAMPLES)  |
| 5/14/2010  | 945.84    | 65600    | BEE PUBLISHING CO         | HHLD HAZ.DAY              |
| 5/3/2010   | 90.08     | 65407    | BEE PUBLISHING CO         | ELEC.REYCL. AD            |
| 9/18/2009  | 1,368.36  | 62018    | BEE PUBLISHING CO         | REF.#46873(HAZ .WASTE DAY |
| 11/1/2009  | 350.00    | 62780    | B-W CASH REGISTERS        | COMPUTER SUPPORT          |
| 6/25/2010  | 31,128.60 | 66313    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 5/3/2010   | 31,128.60 | 65444    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 3/8/2010   | 31,128.60 | 64664    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 1/25/2010  | 31,128.60 | 64052    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 11/1/2009  | 23,559.60 | 62821    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 9/8/2009   | 23,559.60 | 61880    | DIVERSIFIED WASTE DISPOSA | NEWT623791                |
| 5/12/2010  | 1,200.00  | 65639    | DON STEVENS TIRE CO.      | TRANSPORTATION SVCS       |
| 12/22/2009 | 1,200.00  | 63660    | DON STEVENS TIRE CO.      | TRAILER                   |
| 5/13/2010  | 315.00    | 65641    | EAST COAST SIGN & SUPPLY  | SIGNS (TS)                |
| 4/19/2010  | 260.00    | 65256    | EAST COAST SIGN & SUPPLY  | SIGNS                     |
| 6/30/2010  | 8,365.00  | 66612    | H.I. STONE & SON TRUCKING | RENTAL/RECYCLING          |
| 6/22/2010  | 8,005.00  | 66335    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 5/14/2010  | 7,735.00  | 65656    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 4/16/2010  | 6,925.00  | 65270    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 3/16/2010  | 5,485.00  | 64860    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 2/19/2010  | 6,505.00  | 64465    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 1/25/2010  | 6,835.00  | 64065    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 12/14/2009 | 7,795.00  | 63481    | H.I. STONE & SON TRUCKING | RECYCLING/RENTAL          |
| 11/16/2009 | 7,510.00  | 63021    | H.I. STONE & SON TRUCKING | RECYCLING/RENTALS         |
| 10/19/2009 | 7,270.00  | 62584    | H.I. STONE & SON TRUCKING | RENTAL/RECYCLING (SEPT)   |
| 9/21/2009  | 7,405.00  | 62056    | H.I. STONE & SON TRUCKING | RENTAL/RECYCL.(AUG)       |
| 8/18/2009  | 7,300.00  | 61619    | H.I. STONE & SON TRUCKING | RENTAL/RECYCLING          |
| 6/22/2010  | 20,153.62 | 66342    | HOUSATONIC RESOURCES RECO | HH WASTE DAY              |
| 11/17/2009 | 5,586.20  | 63028    | HOUSATONIC RESOURCES RECO | HHLD HAZ. WASTE DAY       |
| 9/18/2009  | 1,000.00  | 62081    | MERIDIAN OPERATIONS       | IRE COLLECTION            |
| 8/10/2009  | 100.00    | 61427    | MERIDIAN OPERATIONS       | RENTAL                    |
| 6/30/2010  | 3,401.53  | 66898    | MORAN ENVIRONMENTAL RECOV | HAZ.WASTE OIL             |
| 9/9/2009   | 465.45    | 61926    | MORAN ENVIRONMENTAL RECOV | DRUM REMOVAL              |
| 3/8/2010   | 882.70    | 64722    | NORTHEAST LAMP RECYCLING  | BATTERY RECYCLING         |
| 8/18/2009  | 947.05    | 61679    | NORTHEAST LAMP RECYCLING  | BATTERY RECYCLING         |
| 6/22/2010  | 24,261.40 | 66387    | PENDERGAST GARBAGE REMOVA | JUNE                      |
| 5/14/2010  | 24,261.40 | 65710    | PENDERGAST GARBAGE REMOVA | MAY                       |
| 5/3/2010   | 12,121.30 | 65515    | PENDERGAST GARBAGE REMOVA | 4/16/10-4/30/10           |
| 4/12/2010  | 12,121.30 | 65322    | PENDERGAST GARBAGE REMOVA | 4/1/10-4/15/10            |
| 3/16/2010  | 24,242.60 | 64916    | PENDERGAST GARBAGE REMOVA | MARCH                     |
| 2/19/2010  | 24,242.60 | 64516    | PENDERGAST GARBAGE REMOVA | FEBRUARY                  |
| 1/25/2010  | 24,242.60 | 64109    | PENDERGAST GARBAGE REMOVA | JANUARY                   |
| 12/22/2009 | 24,233.20 | 63715    | PENDERGAST GARBAGE REMOVA | DECEMBER                  |
| 11/16/2009 | 24,233.20 | 63075    | PENDERGAST GARBAGE REMOVA | NOVEMBER                  |
| 10/19/2009 | 24,233.20 | 62636    | PENDERGAST GARBAGE REMOVA | OCTOBER                   |
| 9/21/2009  | 24,233.20 | 62111    | PENDERGAST GARBAGE REMOVA | SEPTEMBER                 |
| 8/18/2009  | 24,233.20 | 61684    | PENDERGAST GARBAGE REMOVA | AUGUST                    |
| 7/20/2009  | 24,233.20 | 61095    | PENDERGAST GARBAGE REMOVA | JULY                      |
| 6/30/2010  | 2,941.77  | 66673    | RECYCLING TECHNOLOGIES IN | TOWN464116                |
| 6/30/2010  | 2,427.83  | 66673    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 6/11/2010  | 2,223.94  | 66158    | RECYCLING TECHNOLOGIES IN | PEND614404                |
| 6/11/2010  | 2,914.86  | 66158    | RECYCLING TECHNOLOGIES IN | TOWN464116                |

| EFF DATE   | AMOUNT     | CHECK NO | VDR NAME/ITEM DESC        | COMMENTS             |
|------------|------------|----------|---------------------------|----------------------|
| 5/14/2010  | 2,423.44   | 65724    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 5/14/2010  | 3,035.76   | 65724    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 4/12/2010  | 2,487.03   | 65331    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 4/12/2010  | 3,263.91   | 65331    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 3/12/2010  | 2,004.21   | 64931    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 3/12/2010  | 2,616.90   | 64931    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 2/8/2010   | 2,298.27   | 64310    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 2/8/2010   | 3,563.04   | 64310    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 1/25/2010  | 3,016.65   | 64115    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 1/11/2010  | 3,696.42   | 63957    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 12/14/2009 | 2,223.00   | 63540    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 12/14/2009 | 3,755.32   | 63540    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 11/16/2009 | 3,121.56   | 63084    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 11/16/2009 | 2,389.92   | 63084    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 10/14/2009 | 2,652.78   | 62648    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 10/14/2009 | 2,350.14   | 62648    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 9/18/2009  | 3,087.63   | 62119    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 9/18/2009  | 2,199.21   | 62119    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 8/18/2009  | 2,471.04   | 61698    | RECYCLING TECHNOLOGIES IN | PEND614404           |
| 8/18/2009  | 3,182.40   | 61698    | RECYCLING TECHNOLOGIES IN | TOWN464116           |
| 11/16/2009 | 1,513.11   | 63086    | RYDIN DECAL               | LANDFILL PERMITS     |
| 6/25/2010  | 100.00     | 66401    | SAFETY-KLEEN CORP         | WASTE OIL            |
| 6/25/2010  | (27.74)    | 66401    | SAFETY-KLEEN CORP         | CREDIT               |
| 2/8/2010   | 62.15      | 64317    | SAFETY-KLEEN CORP         | ANTIFREEZE/WASTE OIL |
| 1/11/2010  | 222.00     | 63961    | SAFETY-KLEEN CORP         | ANTIFREEZE/WASTE OIL |
| 10/19/2009 | 19.49      | 62652    | SAFETY-KLEEN CORP         | WASTE OIL/ANTIFREEZE |
| 6/11/2010  | 220.00     | 66167    | SNOW FARM                 | LEAF REMOVAL         |
| 5/14/2010  | 220.00     | 65735    | SNOW FARM                 | LEAF REMOVAL         |
| 12/14/2009 | 330.00     | 63545    | SNOW FARM                 | LEAVES               |
| 12/11/2009 | 495.00     | 63545    | SNOW FARM                 | LEAVES               |
| 12/1/2009  | 495.00     | 63367    | SNOW FARM                 | LEAVES               |
| 11/16/2009 | 330.00     | 63089    | SNOW FARM                 | 11/4 & 11/6          |
| 5/13/2010  | 240.00     | 65673    | STANLEY PERRONE           | TRANSFER STA.        |
| 6/11/2010  | 375.00     | 66082    | STATE OF CONNECTICUT      | PERMIT 097-2TS       |
| 6/11/2010  | 1,722.50   | 66081    | STATE OF CONNECTICUT      | PERMIT CT0101788     |
| 2/19/2010  | 300.00     | 64446    | STATE OF CONNECTICUT      | PERMIT #097-2TS      |
| 2/19/2010  | 60.00      | 64446    | STATE OF CONNECTICUT      | LATE FEE             |
| 8/5/2009   | (300.00)   |          | STATE OF CONNECTICUT      | TRANSFER STATION     |
| 5/12/2010  | 1,980.00   | 65743    | THE STEPHEN B. CHURCH COM | MONITOR WELLS AT TS  |
| 6/30/2010  | 9,987.42   | 66697    | TRANSFER SYSTEMS          | TOWN464116           |
| 6/11/2010  | 10,205.79  | 66187    | TRANSFER SYSTEMS          | TOWN464116           |
| 5/14/2010  | 12,825.34  | 65758    | TRANSFER SYSTEMS          | TOWN464116           |
| 4/12/2010  | 8,130.16   | 65360    | TRANSFER SYSTEMS          | TOWN464116           |
| 3/8/2010   | 3,717.02   | 64754    | TRANSFER SYSTEMS          | TOWN464116           |
| 2/8/2010   | 3,901.79   | 64337    | TRANSFER SYSTEMS          | TOWN464116           |
| 1/11/2010  | 5,598.86   | 63981    | TRANSFER SYSTEMS          | TOWN464116           |
| 12/14/2009 | 9,897.35   | 63570    | TRANSFER SYSTEMS          | TOWN464116           |
| 11/16/2009 | 10,539.26  | 63107    | TRANSFER SYSTEMS          | TOWN464116           |
| 10/14/2009 | 10,525.00  | 62677    | TRANSFER SYSTEMS          | TOWN464116           |
| 9/18/2009  | 6,012.39   | 62134    | TRANSFER SYSTEMS          | TOWN464116           |
| 8/18/2009  | 9,864.61   | 61727    | TRANSFER SYSTEMS          | TOWN464116           |
| 6/30/2010  | 1,880.00   | 66672    | VINCENT REA               | FREON RECLAM.        |
| 6/11/2010  | 1,000.00   | 66200    | VIRTUAL TOWN HALL HOLDING | MEERKAT              |
| 5/3/2010   | 326.00     | 65564    | W.I. CLARK CO.            | RENTAL               |
| 4/20/2010  | 1,827.00   | 65373    | W.I. CLARK CO.            | EQUIP. RENTAL        |
| 4/20/2010  | (1,096.20) | 65373    | W.I. CLARK CO.            | CREDIT               |
| 4/1/2010   | 2,427.00   | 65134    | W.I. CLARK CO.            | ESCAVATOR RENTAL     |
| 6/30/2010  | 266.49     | 66709    | WeRECYCLE                 | ELECTRONICS RECYCL.  |

| EFF DATE   | AMOUNT    | CHECK NO | VDR NAME/ITEM DESC        | COMMENTS          |
|------------|-----------|----------|---------------------------|-------------------|
| 6/11/2010  | 302.88    | 66206    | WeRECYCLE                 | ELECTRONICS       |
| 6/11/2010  | 64.44     | 66206    | WeRECYCLE                 | ELECTRONICS       |
| 6/11/2010  | 292.83    | 66206    | WeRECYCLE                 | ELECTRONICS       |
| 6/11/2010  | 354.00    | 66206    | WeRECYCLE                 | ELECTRONICS       |
| 6/11/2010  | 344.76    | 66206    | WeRECYCLE                 | ELECTRONICS       |
| 6/30/2010  | 18,115.38 | 66706    | WHEELABRATOR BRIDGEPORT L | 6/16/10-6/30/10   |
| 6/25/2010  | 17,976.71 | 66441    | WHEELABRATOR BRIDGEPORT L | 6/1/10-6/15/10    |
| 6/11/2010  | 17,208.02 | 66202    | WHEELABRATOR BRIDGEPORT L | 5/1/10-5/15/10    |
| 6/11/2010  | 13,971.68 | 66202    | WHEELABRATOR BRIDGEPORT L | 5/16/10-5/31/10   |
| 5/14/2010  | 16,002.36 | 65768    | WHEELABRATOR BRIDGEPORT L | 4/16/10-4/30/10   |
| 5/3/2010   | 17,858.58 | 65567    | WHEELABRATOR BRIDGEPORT L | 4/1/10-4/15/10    |
| 4/12/2010  | 14,970.14 | 65377    | WHEELABRATOR BRIDGEPORT L | 3/1/10-3/15/10    |
| 4/12/2010  | 16,783.29 | 65377    | WHEELABRATOR BRIDGEPORT L | 3/16/10-3/31/10   |
| 3/12/2010  | 11,820.05 | 64967    | WHEELABRATOR BRIDGEPORT L | 2/16/10-2/27/10   |
| 3/5/2010   | 12,546.14 | 64768    | WHEELABRATOR BRIDGEPORT L | 2/1/10-2/15/10    |
| 2/19/2010  | 14,722.81 | 64561    | WHEELABRATOR BRIDGEPORT L | 1/16/10-1/31/10   |
| 2/8/2010   | 15,509.09 | 64345    | WHEELABRATOR BRIDGEPORT L | 1/1/10-1/15/10    |
| 1/25/2010  | 17,239.97 | 64146    | WHEELABRATOR BRIDGEPORT L | 12/16/09-12/31/09 |
| 1/11/2010  | 15,337.01 | 63991    | WHEELABRATOR BRIDGEPORT L | 12/1/09-12/15/09  |
| 12/14/2009 | 15,970.24 | 63581    | WHEELABRATOR BRIDGEPORT L | 11/16/09-11/30/09 |
| 12/1/2009  | 14,315.81 | 63393    | WHEELABRATOR BRIDGEPORT L | 11/2/09-11/14/09  |
| 11/16/2009 | 19,507.74 | 63117    | WHEELABRATOR BRIDGEPORT L | 10/14/09-10/31/09 |
| 11/1/2009  | 11,570.29 | 62932    | WHEELABRATOR BRIDGEPORT L | 10/1/09-10/13/09  |
| 10/14/2009 | 14,314.99 | 62692    | WHEELABRATOR BRIDGEPORT L | 9/16/09-9/30/09   |
| 10/5/2009  | 14,480.11 | 62394    | WHEELABRATOR BRIDGEPORT L | 9/1/09-9/15/09    |
| 9/18/2009  | 14,950.61 | 62147    | WHEELABRATOR BRIDGEPORT L | 8/16/09-8/31/09   |
| 9/4/2009   | 15,470.04 | 61991    | WHEELABRATOR BRIDGEPORT L | 8/1/09-8/15/09    |
| 8/18/2009  | 16,725.41 | 61742    | WHEELABRATOR BRIDGEPORT L | 7/16/09-7/31/09   |
| 8/10/2009  | 16,137.83 | 61485    | WHEELABRATOR BRIDGEPORT L | 7/1/09-7/15/09    |
| 8/4/2009   | 12,330.00 | 61261    | WOOD GRINDING UNLIMITED   | WOOD WASTE        |
| 5/14/2010  | (88.51)   |          |                           |                   |
| 12/9/2009  | (41.51)   |          |                           |                   |
| 10/14/2009 | (81.34)   |          |                           |                   |
| 9/17/2009  | (7.59)    |          |                           |                   |

**LANDFILL CONTRACTUAL SERVICES 01515 - 4025**
**2008-2009**

| <u>EFF DATE</u> | <u>AMOUNT</u> | <u>CHECK NO</u> | <u>VDR NAME/ITEM DESC</u> | <u>COMMENTS</u>       |
|-----------------|---------------|-----------------|---------------------------|-----------------------|
| 3/18/2009       | 1,670.00      | 59207           | ALARMS BY PRECISION       | TRANSFER STA.         |
| 6/1/2009        | 3,180.00      | 60166           | ANALYTICAL CONSULTING TEC | 2ND QTR-TESTING       |
| 2/18/2009       | 3,180.00      | 58773           | ANALYTICAL CONSULTING TEC | QTRLY TESTING         |
| 1/2/2009        | 3,180.00      | 58181           | ANALYTICAL CONSULTING TEC | QTRY TESTING          |
| 12/16/2008      | 3,180.00      | 57957           | ANALYTICAL CONSULTING TEC | QTRLY TESTING         |
| 5/18/2009       | 610.20        | 60006           | AUTOMATED MATERIAL HANDL  | APRIL                 |
| 4/15/2009       | 473.60        | 59583           | AUTOMATED MATERIAL HANDL  | MARCH                 |
| 3/18/2009       | 545.20        | 59213           | AUTOMATED MATERIAL HANDL  | MAGAZINES             |
| 2/18/2009       | 620.55        | 58777           | AUTOMATED MATERIAL HANDL  | MAGAZINES             |
| 2/11/2009       | 1,278.90      | 58777           | AUTOMATED MATERIAL HANDL  | MAGAZINES(NOV/DEC)    |
| 5/4/2009        | 912.24        | 59827           | BEE PUBLISHING CO         | HAZ.WASTE DAY #10269  |
| 10/1/2008       | 1,368.36      | 56689           | BEE PUBLISHING CO         | ACCT 10269            |
| 6/26/2009       | 88.00         | 60671           | B-W CASH REGISTERS        | RECEIPT PAPER         |
| 5/18/2009       | 198.70        | 60008           | B-W CASH REGISTERS        | REPAIR-REGISTER       |
| 8/18/2008       | 1,485.00      | 55982           | B-W CASH REGISTERS        | SOFTWARE LIC.         |
| 6/26/2009       | 79.28         | 60687           | CORPORATE EXPRESS         | PUBLIC WORKS          |
| 6/26/2009       | 1,133.37      | 60689           | CRESTLINE                 | RECYCLING BAGS        |
| 9/10/2008       | 465.71        | 56438           | CRESTLINE                 | CUSTOM CUPS           |
| 6/30/2009       | 23,559.60     | 60694           | DIVERSIFIED WASTE DISPOSA | NEWT623791            |
| 5/4/2009        | 23,559.60     | 59861           | DIVERSIFIED WASTE DISPOSA | NEWT623791            |
| 3/1/2009        | 23,559.60     | 58994           | DIVERSIFIED WASTE DISPOSA | NEWT623791 JAN/FEB    |
| 1/12/2009       | 23,559.60     | 58366           | DIVERSIFIED WASTE DISPOSA | NEWT623791            |
| 11/4/2008       | 23,559.60     | 57235           | DIVERSIFIED WASTE DISPOSA | NEWT623791            |
| 9/2/2008        | 23,559.60     | 56256           | DIVERSIFIED WASTE DISPOSA | JULY & AUGUST         |
| 6/11/2009       | 140.50        | 60441           | FIRE PROTECTION SPECIALIS | INSPECTIONS           |
| 5/4/2009        | 150.54        | 59891           | HOCON INDUSTRIAL GAS      | PROP.TANKS DISPOSAL   |
| 4/1/2009        | 185.28        | 59458           | HOCON INDUSTRIAL GAS      | LP-DISPOSAL FEE       |
| 12/2/2008       | 123.52        | 57833           | HOCON INDUSTRIAL GAS      | TANK DISPOSAL         |
| 6/16/2009       | 14,300.84     | 60557           | HOUSATONIC RESOURCES RECO | HSOLD HAZ. DAY 5/9/09 |
| 12/2/2008       | 7,300.38      | 57835           | HOUSATONIC RESOURCES RECO | HHLD HAZ. WASTE DAY   |
| 6/30/2009       | 200.00        | 60726           | MERIDIAN OPERATIONS       | RENTAL                |
| 5/4/2009        | 1,100.00      | 59916           | MERIDIAN OPERATIONS       | TIRE COLLECTION       |
| 5/4/2009        | 100.00        | 59916           | MERIDIAN OPERATIONS       | RENTAL                |
| 4/1/2009        | 100.00        | 59485           | MERIDIAN OPERATIONS       | RENTAL                |
| 3/4/2009        | 100.00        | 59050           | MERIDIAN OPERATIONS       | RENTAL                |
| 2/2/2009        | 100.00        | 58676           | MERIDIAN OPERATIONS       | JAN-RENTAL            |
| 1/16/2009       | 100.00        | 58429           | MERIDIAN OPERATIONS       | RENTAL                |
| 12/16/2008      | 200.00        | 58047           | MERIDIAN OPERATIONS       | JULY/AUG              |
| 12/16/2008      | 100.00        | 58047           | MERIDIAN OPERATIONS       | SEPT.                 |
| 12/16/2008      | 100.00        | 58047           | MERIDIAN OPERATIONS       | OCT                   |
| 12/16/2008      | 100.00        | 58047           | MERIDIAN OPERATIONS       | NOV                   |
| 6/30/2009       | 57.96         | 60992           | NEWTOWN HARDWARE          | 5520-TRANSFER STA.    |
| 9/10/2008       | 33.45         | 56508           | NEWTOWN HARDWARE          | 5520-TRANSFER STA.    |
| 2/18/2009       | 8,490.00      | 58877           | NORSEMAN PLASTICS         | RECYCLING BINS        |
| 12/2/2008       | 1,303.90      | 57884           | NORTHEAST LAMP RECYCLING  | BATTERY RECYCLING     |
| 6/26/2009       | 24,228.50     | 60739           | PENDERGAST GARBAGE REMOVA | JUNE                  |
| 6/1/2009        | 24,223.80     | 60279           | PENDERGAST GARBAGE REMOVA | MAY                   |
| 5/4/2009        | 24,205.00     | 59941           | PENDERGAST GARBAGE REMOVA | APRIL                 |
| 4/1/2009        | 24,205.00     | 59513           | PENDERGAST GARBAGE REMOVA | MARCH                 |
| 3/3/2009        | 24,195.60     | 59073           | PENDERGAST GARBAGE REMOVA | FEBRUARY              |
| 2/2/2009        | 24,195.60     | 58706           | PENDERGAST GARBAGE REMOVA | JANUARY               |
| 1/2/2009        | 23,320.44     | 58260           | PENDERGAST GARBAGE REMOVA | DECEMBER              |
| 12/2/2008       | 23,320.44     | 57893           | PENDERGAST GARBAGE REMOVA | NOVEMBER              |
| 11/1/2008       | 23,320.44     | 57313           | PENDERGAST GARBAGE REMOVA | Oct-08                |
| 10/1/2008       | 23,320.44     | 56810           | PENDERGAST GARBAGE REMOVA | SEPTEMBER             |



| <u>EFF DATE</u> | <u>AMOUNT</u> | <u>CHECK NO</u> | <u>VDR NAME/ITEM DESC</u> | <u>COMMENTS</u>     |
|-----------------|---------------|-----------------|---------------------------|---------------------|
| 9/2/2008        | 23,320.44     | 56329           | PENDERGAST GARBAGE REMOVA | AUGUST              |
| 8/4/2008        | 23,266.08     | 55754           | PENDERGAST GARBAGE REMOVA | JULY                |
| 6/30/2009       | 2,605.98      | 61008           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 6/30/2009       | 3,123.12      | 61008           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 6/16/2009       | 2,330.25      | 60574           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 6/16/2009       | 3,109.08      | 60574           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 5/18/2009       | 2,453.10      | 60115           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 5/18/2009       | 2,793.57      | 60115           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 4/15/2009       | 2,882.49      | 59687           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 4/15/2009       | 2,204.67      | 59687           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 3/18/2009       | 2,070.12      | 59322           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 3/18/2009       | 2,672.28      | 59322           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 2/18/2009       | 2,499.51      | 58896           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 2/18/2009       | 3,080.22      | 58896           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 1/16/2009       | 2,847.00      | 58477           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 1/16/2009       | 3,641.04      | 58477           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 12/16/2008      | 2,317.38      | 58085           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 12/16/2008      | 2,768.61      | 58085           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 11/17/2008      | 2,632.11      | 57686           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 11/17/2008      | 3,131.70      | 57686           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 10/17/2008      | 2,549.17      | 57025           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 10/17/2008      | 3,173.43      | 57025           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 9/10/2008       | 2,440.62      | 56524           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 9/10/2008       | 3,413.67      | 56524           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 8/14/2008       | 2,629.40      | 56105           | RECYCLING TECHNOLOGIES IN | PEND614404          |
| 8/14/2008       | 3,338.40      | 56105           | RECYCLING TECHNOLOGIES IN | TOWN464116          |
| 1/2/2009        | 1,519.28      | 58273           | RYDIN DECAL               | LANDFILL PERMITS    |
| 6/30/2009       | 4,692.62      | 60752           | SAFETY-KLEEN CORP         | WASTE DISPOSAL      |
| 6/26/2009       | 100.00        | 60752           | SAFETY-KLEEN CORP         | WASTE OIL DISPOSAL  |
| 6/1/2009        | 235.18        | 60300           | SAFETY-KLEEN CORP         | OIL FILTER DISPOSAL |
| 6/1/2009        | 125.18        | 60300           | SAFETY-KLEEN CORP         | WASTE OIL DISPOSAL  |
| 5/4/2009        | 50.00         | 59951           | SAFETY-KLEEN CORP         | WASTE OIL DISPOSAL  |
| 4/1/2009        | 50.00         | 59529           | SAFETY-KLEEN CORP         | WASTE OIL           |
| 3/3/2009        | 123.00        | 59085           | SAFETY-KLEEN CORP         | WASTE OIL           |
| 1/12/2009       | 81.85         | 58479           | SAFETY-KLEEN CORP         | ANTIFREEZE DISPOSAL |
| 1/12/2009       | 125.65        | 58479           | SAFETY-KLEEN CORP         | WASTE OIL DISPOSAL  |
| 11/4/2008       | 117.44        | 57331           | SAFETY-KLEEN CORP         | ANITFREEZE DISPOSAL |
| 11/4/2008       | 178.77        | 57331           | SAFETY-KLEEN CORP         | WASTE OIL DISPOSAL  |
| 6/26/2009       | 300.00        |                 | STATE OF CONNECTICUT      | TRANSFER STATION    |
| 6/30/2009       | 187.00        | 61303           | STONE CONSTRUCTION COMPAN | JUNE-NEWSPAPERS     |
| 6/30/2009       | 187.00        | 61303           | STONE CONSTRUCTION COMPAN | JUNE-DEMO           |
| 6/30/2009       | (270.00)      | 61303           | STONE CONSTRUCTION COMPAN | CREDIT-20222        |
| 6/30/2009       | 1,963.50      | 61021           | STONE CONSTRUCTION COMPAN | JUNE-DEMO           |
| 6/30/2009       | 3,833.50      | 61021           | STONE CONSTRUCTION COMPAN | JUNE-NEWSPAPER      |
| 6/30/2009       | 195.00        | 61021           | STONE CONSTRUCTION COMPAN | JUNE-MAGAZINES      |
| 6/30/2009       | 290.00        | 61021           | STONE CONSTRUCTION COMPAN | JUNE-RENTALS        |
| 6/30/2009       | 1,280.00      | 61021           | STONE CONSTRUCTION COMPAN | JUNE-SAT. PULLS     |
| 6/26/2009       | 1,870.00      | 60757           | STONE CONSTRUCTION COMPAN | MAY-DEMO            |
| 6/26/2009       | 3,646.50      | 60757           | STONE CONSTRUCTION COMPAN | MAY-NEWSPAPER       |
| 6/26/2009       | 195.00        | 60757           | STONE CONSTRUCTION COMPAN | MAY-MAGAZINES       |
| 6/26/2009       | 290.00        | 60757           | STONE CONSTRUCTION COMPAN | MAY-RENTAL          |
| 6/26/2009       | 1,640.00      | 60757           | STONE CONSTRUCTION COMPAN | MAY-SATURDAY PULLS  |
| 6/1/2009        | 1,870.00      | 60313           | STONE CONSTRUCTION COMPAN | APRIL-DEMO          |
| 6/1/2009        | 3,459.50      | 60313           | STONE CONSTRUCTION COMPAN | APRIL-NEWSPAPERS    |
| 6/1/2009        | 195.00        | 60313           | STONE CONSTRUCTION COMPAN | APRIL-MAGAZINES     |
| 6/1/2009        | 290.00        | 60313           | STONE CONSTRUCTION COMPAN | APRIL-RENTAL        |
| 6/1/2009        | 1,320.00      | 60313           | STONE CONSTRUCTION COMPAN | APRIL-SAT. PULLS    |
| 5/4/2009        | 1,496.00      | 59959           | STONE CONSTRUCTION COMPAN | MAR-DEMO            |

| <u>EFF DATE</u> | <u>AMOUNT</u> | <u>CHECK NO</u> | <u>VDR NAME/ITEM DESC</u> | <u>COMMENTS</u>    |
|-----------------|---------------|-----------------|---------------------------|--------------------|
| 5/4/2009        | 195.00        | 59959           | STONE CONSTRUCTION COMPAN | MAR-MAGAZINES      |
| 5/4/2009        | 290.00        | 59959           | STONE CONSTRUCTION COMPAN | MAR-RENTAL         |
| 5/4/2009        | 1,360.00      | 59959           | STONE CONSTRUCTION COMPAN | MAR-SAT.PULLS      |
| 5/4/2009        | 3,646.50      | 59959           | STONE CONSTRUCTION COMPAN | MAR-NEWSPAPER      |
| 3/18/2009       | 1,122.00      | 59337           | STONE CONSTRUCTION COMPAN | FEB-DEMO           |
| 3/18/2009       | 2,992.00      | 59337           | STONE CONSTRUCTION COMPAN | FEB-NEWSPAPER      |
| 3/18/2009       | 195.00        | 59337           | STONE CONSTRUCTION COMPAN | FEB-MAGAZINES      |
| 3/18/2009       | 290.00        | 59337           | STONE CONSTRUCTION COMPAN | FEB-RENTAL         |
| 3/18/2009       | 1,360.00      | 59337           | STONE CONSTRUCTION COMPAN | FEB-SAT. PULLS     |
| 2/18/2009       | 748.00        | 58911           | STONE CONSTRUCTION COMPAN | JAN-DEMO           |
| 2/18/2009       | 195.00        | 58911           | STONE CONSTRUCTION COMPAN | JAN-MAGAZINES      |
| 2/18/2009       | 290.00        | 58911           | STONE CONSTRUCTION COMPAN | JAN-RENTAL         |
| 2/18/2009       | 1,827.50      | 58911           | STONE CONSTRUCTION COMPAN | JAN-SATURDAY PULLS |
| 2/18/2009       | 3,459.50      | 58911           | STONE CONSTRUCTION COMPAN | JAN-NEWSPAPER      |
| 2/2/2009        | 1,309.00      | 58727           | STONE CONSTRUCTION COMPAN | DEC-DEMO           |
| 2/2/2009        | 3,833.50      | 58727           | STONE CONSTRUCTION COMPAN | DEC-NEWSPAPER      |
| 2/2/2009        | 195.00        | 58727           | STONE CONSTRUCTION COMPAN | DEC-MAGAZINES      |
| 2/2/2009        | 290.00        | 58727           | STONE CONSTRUCTION COMPAN | DEC-RENTAL         |
| 2/2/2009        | 1,487.50      | 58727           | STONE CONSTRUCTION COMPAN | DEC-SATURDAY PULLS |
| 1/2/2009        | 290.00        | 58282           | STONE CONSTRUCTION COMPAN | NOV-RENTAL         |
| 1/2/2009        | 1,309.00      | 58282           | STONE CONSTRUCTION COMPAN | NOV-DEMO           |
| 1/2/2009        | 2,805.00      | 58282           | STONE CONSTRUCTION COMPAN | NOV-NEWSPAPER      |
| 1/2/2009        | 195.00        | 58282           | STONE CONSTRUCTION COMPAN | NOV-MAGAZINES      |
| 1/2/2009        | 1,600.00      | 58282           | STONE CONSTRUCTION COMPAN | NOV-SATURDAY PULLS |
| 12/2/2008       | 1,683.00      | 57911           | STONE CONSTRUCTION COMPAN | DEMO               |
| 12/2/2008       | 3,459.50      | 57911           | STONE CONSTRUCTION COMPAN | NEWSPAPER          |
| 12/2/2008       | 195.00        | 57911           | STONE CONSTRUCTION COMPAN | MAGAZINES          |
| 12/2/2008       | 290.00        | 57911           | STONE CONSTRUCTION COMPAN | CONTAINERS         |
| 12/2/2008       | 1,360.00      | 57911           | STONE CONSTRUCTION COMPAN | SAT. PULLS         |
| 10/17/2008      | 3,179.00      | 57038           | STONE CONSTRUCTION COMPAN | NEWSPAPERS         |
| 10/17/2008      | 390.00        | 57038           | STONE CONSTRUCTION COMPAN | MAGAZINES          |
| 10/17/2008      | 348.00        | 57038           | STONE CONSTRUCTION COMPAN | RENTAL             |
| 10/17/2008      | 1,040.00      | 57038           | STONE CONSTRUCTION COMPAN | SATURDAY PULLS     |
| 10/17/2008      | 1,870.00      | 57038           | STONE CONSTRUCTION COMPAN | DEMO               |
| 10/1/2008       | 195.00        | 56843           | STONE CONSTRUCTION COMPAN | MAGAZINES          |
| 10/1/2008       | 348.00        | 56843           | STONE CONSTRUCTION COMPAN | RENTALS            |
| 10/1/2008       | 3,553.00      | 56843           | STONE CONSTRUCTION COMPAN | NEWSPAPERS         |
| 10/1/2008       | 1,776.50      | 56843           | STONE CONSTRUCTION COMPAN | DEMO               |
| 10/1/2008       | 1,600.00      | 56843           | STONE CONSTRUCTION COMPAN | SAT.-DRIVER/TRUCK  |
| 8/18/2008       | 195.00        | 56122           | STONE CONSTRUCTION COMPAN | MAGAZINES-BERLIN   |
| 8/18/2008       | 348.00        | 56122           | STONE CONSTRUCTION COMPAN | CONTAINER RENTAL   |
| 8/18/2008       | 3,366.00      | 56122           | STONE CONSTRUCTION COMPAN | NEWSPAPER          |
| 8/18/2008       | 1,963.50      | 56122           | STONE CONSTRUCTION COMPAN | DEMO.              |
| 8/18/2008       | 1,440.00      | 56122           | STONE CONSTRUCTION COMPAN | SATURDAY PULLS     |
| 6/30/2009       | 14,174.48     | 61029           | TRANSFER SYSTEMS          | TOWN464116         |
| 6/16/2009       | 10,855.71     | 60582           | TRANSFER SYSTEMS          | TOWN464116         |
| 5/18/2009       | 10,844.56     | 60138           | TRANSFER SYSTEMS          | TOWN464116         |
| 4/15/2009       | 7,844.07      | 59712           | TRANSFER SYSTEMS          | TOWN464116         |
| 3/18/2009       | 4,873.59      | 59346           | TRANSFER SYSTEMS          | TOWN464116         |
| 2/11/2009       | 3,013.26      | 58916           | TRANSFER SYSTEMS          | TOWN464116         |
| 1/16/2009       | 6,539.60      | 58502           | TRANSFER SYSTEMS          | TOWN464116         |
| 12/12/2008      | 5,897.19      | 58116           | TRANSFER SYSTEMS          | TOWN464116         |
| 11/17/2008      | 11,105.96     | 57709           | TRANSFER SYSTEMS          | TOWN464116         |
| 10/17/2008      | 8,008.22      | 57046           | TRANSFER SYSTEMS          | TOWN464116         |
| 9/10/2008       | 9,821.36      | 56551           | TRANSFER SYSTEMS          | TOWN464116         |
| 8/18/2008       | 423.56        | 56135           | TRANSFER SYSTEMS          | TOWN464116         |
| 8/14/2008       | 9,089.61      | 56135           | TRANSFER SYSTEMS          | TOWN464116         |
| 6/26/2009       | 1,896.00      | 60749           | VINCENT REA               | FREON RECLAMATION  |

| <u>EFF DATE</u> | <u>AMOUNT</u> | <u>CHECK NO</u> | <u>VDR NAME/ITEM DESC</u> | <u>COMMENTS</u>   |
|-----------------|---------------|-----------------|---------------------------|-------------------|
| 12/9/2008       | 1,968.00      | 58084           | VINCENT REA               | FREON RECLAM.     |
| 8/14/2008       | 1,944.00      | 56104           | VINCENT REA               | FREON RECLAM.     |
| 6/30/2009       | 16,859.26     | 61035           | WHEELABRATOR BRIDGEPORT L | 6/16/09-6/30/09   |
| 6/30/2009       | 15,915.76     | 60771           | WHEELABRATOR BRIDGEPORT L | 6/1/09-6/15/09    |
| 6/16/2009       | 17,030.79     | 60585           | WHEELABRATOR BRIDGEPORT L | 5/16/09-5/30/09   |
| 6/1/2009        | 15,296.09     | 60333           | WHEELABRATOR BRIDGEPORT L | 5/1/09-5/15/09    |
| 5/18/2009       | 14,362.24     | 60147           | WHEELABRATOR BRIDGEPORT L | 4/16/09-4/30/09   |
| 5/4/2009        | 13,793.12     | 59982           | WHEELABRATOR BRIDGEPORT L | 4/1/09-4/15/09    |
| 4/15/2009       | 13,955.88     | 59723           | WHEELABRATOR BRIDGEPORT L | 3/16/09-3/30/09   |
| 4/15/2009       | 468.13        | 59723           | WHEELABRATOR BRIDGEPORT L | 3/31/2009         |
| 4/1/2009        | 10,384.86     | 59555           | WHEELABRATOR BRIDGEPORT L | 3/1/09-3/14/09    |
| 3/18/2009       | 11,881.81     | 59358           | WHEELABRATOR BRIDGEPORT L | 2/17/09-2/25/09   |
| 3/1/2009        | 13,081.47     | 59128           | WHEELABRATOR BRIDGEPORT L | 2/2/09-2/14/09    |
| 2/18/2009       | 16,115.09     | 58925           | WHEELABRATOR BRIDGEPORT L | 1/14/09-1/31/09   |
| 2/2/2009        | 12,855.60     | 58748           | WHEELABRATOR BRIDGEPORT L | 1/2/09-1/13/09    |
| 1/16/2009       | 15,615.74     | 58517           | WHEELABRATOR BRIDGEPORT L | 12/16/08-12/31/08 |
| 1/2/2009        | 13,966.57     | 58299           | WHEELABRATOR BRIDGEPORT L | 12/01/08-12/15/08 |
| 12/12/2008      | 13,471.95     | 58126           | WHEELABRATOR BRIDGEPORT L | NOV.17-NOV.30     |
| 12/2/2008       | 15,359.98     | 57930           | WHEELABRATOR BRIDGEPORT L | 11/1/08-11/15/08  |
| 11/17/2008      | 13,998.52     | 57718           | WHEELABRATOR BRIDGEPORT L | OCT16-OCT31       |
| 11/4/2008       | 13,663.78     | 57365           | WHEELABRATOR BRIDGEPORT L | 10/01/08-10/15/08 |
| 10/17/2008      | 13,426.39     | 57060           | WHEELABRATOR BRIDGEPORT L | 9/16/08-9/30/08   |
| 10/1/2008       | 15,268.16     | 56865           | WHEELABRATOR BRIDGEPORT L | 9/2/08-9/15/08    |
| 9/10/2008       | 17,169.74     | 56562           | WHEELABRATOR BRIDGEPORT L | 8/16/08-8/30/08   |
| 9/2/2008        | 11,115.71     | 56367           | WHEELABRATOR BRIDGEPORT L | 8/1/08-8/9/08     |
| 9/2/2008        | 5,229.46      | 56367           | WHEELABRATOR BRIDGEPORT L | 8/11/08-8/15/08   |
| 8/14/2008       | 789.41        | 56150           | WHEELABRATOR BRIDGEPORT L | 7/15/2008         |
| 8/14/2008       | 15,824.98     | 56150           | WHEELABRATOR BRIDGEPORT L | 7/16/08-7/31/08   |
| 8/4/2008        | 14,593.78     | 55797           | WHEELABRATOR BRIDGEPORT L | WASTE DISPOSAL    |
| 6/30/2009       | 16,988.00     | 61039           | WOOD GRINDING UNLIMITED   | WOOD WASTE        |
| 10/17/2008      | 42,778.41     | 57062           | WOOD GRINDING UNLIMITED   | WOOD WASTE        |
| 10/2/2008       | 40,002.00     | 56866           | WOOD GRINDING UNLIMITED   | WOOD WASTE        |

650 PUBLIC BUILDING MAINTENANCE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

This department provides general and contracted maintenance of various public facilities including the Police Department, Lower Town Hall South, Multi-Purpose Center, Dog Pound, Town Garage, Emergency Operations Center, and the New Municipal Center Complex.

BUDGET COMMENTARY

The majority of this budget covers contracted costs or fees. This budget proposes no increase over the current budget.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

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**650 PUBLIC BUILDING MAINTENANCE**  
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|  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET<br>BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|---|------------------------------------|-----------------------------------|
| 01650 1001 SALARIES                      | 132,586             | 132,602             | 134,569                        | 134,569                          | 136,924          | 136,924   |                                    |                                   |
| 01650 1004 OVERTIME                      | 10,724              | 9,787               | 11,360                         | 11,360                           | 11,420           | 11,420  |                                    |                                   |
| 01650 1006 BENEFITS                      | 625                 | 498                 | 1,521                          | 1,521                            | 975              | 975   |                                    |                                   |
| 01650 2011 SUPPLIES                      | 4,386               | 4,497               | 8,560                          | 8,560                            | 10,400           | 10,400  |                                    |                                   |
| 01650 2014 BUILDING MAINTENANCE          | 13,353              | 12,489              | 17,440                         | 17,440                           | 17,125           | 17,125  |                                    |                                   |
| 01650 2017 HEAT                          | 97,210              | 61,339              | 117,475                        | 117,475                          | 100,000          | 100,000   |                                    |                                   |
| 01650 2018 ELECTRICITY                   | 91,128              | 88,884              | 140,100                        | 140,100                          | 152,000          | 135,000   |                                    |                                   |
| 01650 2019 WATER                         | 9,000               | 8,410               | 11,800                         | 11,800                           | 15,000           | 15,000  |                                    |                                   |
| 01650 2020 SEWER USE FEE                 | 6,878               | 7,795               | 11,040                         | 11,040                           | 10,000           | 10,000  |                                    |                                   |
| 01650 2021 SEWER ASSESSMENT              | 30,103              | 30,103              | 30,103                         | 30,103                           | 30,709           | 30,709  |                                    |                                   |
| 01650 4001 CONTRACTUAL CUSTODIAN         | 15,275              | 14,879              | 22,120                         | 22,120                           | 33,000           | 33,000  |                                    |                                   |
| 01650 4060 CONTRACTUAL SERVICES          | 170,664             | 310,441             | 98,799                         | 98,799                           | 76,791           | 76,791  |                                    |                                   |
| 01650 5080 CAPITAL                       | 76,982              | 51,991              | 22,531                         | 22,531                           | 24,000           | 24,000  |                                    |                                   |
| <b>TOTAL PUBLIC BUILDING MAINTENANCE</b> | <b>658,915</b>      | <b>733,715</b>      | <b>627,418</b>                 | <b>627,418</b>                   | <b>618,344</b>   | <b>601,344</b>  | <b>-</b>                           | <b>-</b>                          |

**PUBLIC BUILDING MAINTENANCE - POSITION SCHEDULE**

| Account / Position Classification | 2010 - 2011 Amended Budget |             | 2011 - 2012 Requested Budget |                     | Increase / (Decrease) |                |
|-----------------------------------|----------------------------|-------------|------------------------------|---------------------|-----------------------|----------------|
|                                   | Authorized Positions       | Salary Step | Budget Amount                | Requested Positions | Salary Step           | Budget Request |
| <b>01650 1001 SALARIES</b>        |                            |             |                              |                     |                       |                |
| Head Maintainer ***               | 1                          | n/a         | 50,205                       | 1                   | n/a                   | 51,084         |
| Maintainer ***                    | 2                          | n/a         | 84,364                       | 2                   | n/a                   | 85,840         |
|                                   |                            |             | <u>134,569</u>               |                     |                       | <u>136,924</u> |
|                                   |                            |             |                              |                     |                       | <u>879</u>     |
|                                   |                            |             |                              |                     |                       | <u>1,476</u>   |
|                                   |                            |             |                              |                     |                       | <u>2,355</u>   |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

# **PUBLIC BUILDING MAINTENANCE - BUDGET JUSTIFICATION**

| Account                         | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|---------------------------------|---------------------------------|--|--------------------------------|
| 01650 1004 OVERTIME             | 11,420                          |  | 11,420                         |
| 01650 1006 BENEFITS             | 975                             | Clothing and safety shoes:<br>3 x \$250 for clothing allowance<br>3 x \$75 for safety shoes  | 11,420<br>975                  |
| 01650 2011 SUPPLIES             | 10,400                          | This account covers various types of paper products, maintenance items and cleaning supplies for the Town Garage, Town Hall South, Police Department, Dog Pound, Multi-Purpose Center, and other town buildings as required. The Municipal Center has added some supply requirements to this account.                                | 975<br>10,400                  |
| 01650 2014 BUILDING MAINTENANCE | 17,125                          | This account covers the material costs & service charges for various maintenance repairs and building system requirements. Although this item has been below projection in the current budget there is a cost addition for the Municipal Center with the end of the building warranty period which leaves the overall item the same. | 10,400<br>17,125               |
|                                 |                                 |  | 17,125                         |

# **PUBLIC BUILDING MAINTENANCE - BUDGET JUSTIFICATION**

| Account                  | Department<br>Budget<br>Request | Justification<br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount |
|--------------------------|---------------------------------|--|--------------------------------|
| 01650 2017 HEAT          | 100,000                         | Heating costs for Town Hall South, Multi-Purpose Center, Town Garage, Dog Pound and FFH Maintenance Facility, EOC and Town Hall.<br>This includes heating oil and natural gas. We have locked in lower natural gas prices for next year in the \$.55 per CCF range for supply. This does not affect delivery or demand. Oil prices are trending higher by \$.06-\$.10 per gallon. The overall affect is a decrease on this budget.   | 100,000                        |
| 01650 2018 ELECTRICITY   | 152,000                         | Electrical costs for Town Hall South, Multipurpose Center, Town Garage, Dog Pound, EOC and Town Hall accounts.<br><br>Our projected usage for 10-11 is approximately \$150,000. An overall increase of 7.5% is anticipated between supply (\$.08362 per KWH), demand and delivery.<br><br>ADJUST FOR CIRMA CONSORTIUM REDUCED BID AMOUNT   | 100,000<br>162,000<br>(10,000) |
| 01650 2019 WATER         | 15,000                          | Water costs at Town Garage, Town Hall South, Dog Pound, EOC and Municipal Building<br><br>Crystal Rock \$2,700<br>*United Water \$5,450<br>**Town \$6,850<br><br>*34% rate increase<br>**4% rate increase  | 152,000<br>15,000              |
| 01650 2020 SEWER USE FEE | 10,000                          | This account pays for the sewer usage for all the following town buildings:<br>25 Main Street Library<br>18 Riverside Road Sandy Hook Fire House<br>3 Main Street Town Hall South<br>77 Main Street Ambulance Garage<br>53A Church Hill Road Park & Rec's Teen Center<br>31 Main Street Meeting House<br>45 Main Street Town Hall<br>14 Riverside Road Multi-Purpose Center<br>6 Commerce Road Industrial Vacant Land<br>45 Main Street Newtown Hook and Ladder<br>1 Trades Lane BOE/Park & Rec Warehouse Building<br>3 Primrose Municipal Center<br>5 Trades Lane BOE/Park & Rec Maintenance Garage | 15,000<br>10,000               |
|                          |                                 |  | 10,000                         |



# **PUBLIC BUILDING MAINTENANCE - BUDGET JUSTIFICATION**

| Account                          | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|----------------------------------|---------------------------------|---|--------------------------------|
| 01650 2021 SEWER ASSESSMENT      | 30,709                          | <p>This account pays for the sewer assessment for all the following town buildings:</p> <p>25 Main Street<br/>18 Riverside Road<br/>3 Main Street<br/>77 Main Street<br/>53A Church Hill Road<br/>31 Main Street<br/>45 Main Street<br/>14 Riverside Road<br/>6 Commerce Road<br/>45 Main Street<br/>1 Trades Lane</p> <p>Library<br/>Sandy Hook Fire House<br/>Town Hall South<br/>Ambulance Garage<br/>Park &amp; Rec's Teen Center<br/>Meeting House<br/>Town Hall<br/>Multi-purpose Center<br/>Industrial Vacant Land<br/>Newtown Hook and Ladder<br/>BOE/Park &amp; Rec Warehouse Building</p> <p>Last years request was \$30,709 but funded at \$30,103. Due to the shortfall, a transfer was needed to cover the cost.</p> | 30,709                         |
| 01650 4001 CONTRACTUAL CUSTODIAN | 33,000                          | <p>This account covers contracted cleaning and rug service at the Town Hall South, Public Works, Multi-Purpose Center and Municipal Building</p> <p>*Municipal Building \$17,000<br/>Town Hall South \$6,000<br/>Public Works \$8,000<br/>Multi-Purpose Center \$2,000</p> <p>*The contract cleaning of the Municipal Center has been moved to this account from Contractual Services</p>   | 33,000                         |
| 01650 4060 CONTRACTUAL SERVICES  | 76,791                          | <p>This account covers various contracted building services including tick spray at Multi-Purpose Center, fire and security alarms, annual fire extinguisher certifications, garbage collection, septic pumping, bug control, HVAC repairs and other building maintenance and repair projects.</p> <p>The end of the warranty period at the Municipal Center will put additional needs on this budget</p>   | 76,791                         |
| 01650 5080 CAPITAL               | 24,000                          | Continuation of damaged door replacement and energy conservation window systems. Install shower partition in men's locker room.   | 20,000<br>4,000                |
|                                  |                                 |   | 24,000                         |

# BUILDING ELECTRIC BREAKDOWN - SUMMARY

|                      | Last 12 months |             |              |           |           | Supply/kwh |
|----------------------|----------------|-------------|--------------|-----------|-----------|------------|
|                      | Supply         | Demand      | Total Cost   | Demand KW | KWH       |            |
| *Municipal Building  | \$51,725.89    | \$32,582.20 | \$57,329.50  | 1,468.80  | 527,248   | 0.0981     |
| Town Hall South      | \$34,130.97    | \$16,623.50 | \$50,754.47  | 656.50    | 328,400   | 0.1039     |
| EOC                  | \$1,499.04     | \$1,991.36  | \$3,490.40   | 92.90     | 14,174    | 0.1058     |
| Cold Storage         | \$402.64       | \$952.42    | \$1,355.06   | 57.00     | 3,948     | 0.1020     |
| Highway              | \$9,240.17     | \$12,464.90 | \$21,705.07  | 257.70    | 76,625    | 0.1206     |
| Multi-Purpose Center | \$8,567.42     | \$6,380.15  | \$14,947.57  | 355.90    | 74,000    | 0.1158     |
|                      | \$105,566.13   | \$70,994.53 | \$149,582.07 | 2,888.80  | 1,024,395 | 0.1031     |

TOTAL

\$ 149,582.07 Say 150,000.00

## \*Municipal Center Breakdown

|               |                     |                                     |              |   |        |                     |
|---------------|---------------------|-------------------------------------|--------------|---|--------|---------------------|
| Town pays 68% | \$ 57,329.50        |                                     |              |   |        |                     |
| BOE pays 32%  | \$ 26,978.59        |                                     |              |   |        |                     |
|               | <b>\$ 84,308.09</b> |                                     |              |   |        |                     |
|               |                     | REDUCE SUPPLY KWH \$ BY .01 = .0931 |              |   |        |                     |
|               |                     | CURRENT                             | 1,024,395.04 | = | 0.1031 | = \$ 105,566.13     |
|               |                     | NEW                                 | 1,024,395.04 | = | 0.0931 | = \$ 95,322.18      |
|               |                     | SAVINGS                             |              |   |        | <b>\$ 10,243.95</b> |

2011 - 2012 ELECTRIC BUDGET = \$ 140,000.00

## BUILDING HEAT BREAKDOWN - SUMMARY

|                   | <b>Total</b>        | <b>Gallons/CCF</b> | <b>Unit Price</b> | <b>Type</b> |
|-------------------|---------------------|--------------------|-------------------|-------------|
| Highway           | \$13,155.64         | 5,378.00           | \$ 2.45           | Oil         |
| MPC               | \$9,006.97          | 3,675.90           | \$ 2.45           | Oil         |
| PD                | \$11,853.26         | 5,910.00           | \$ 2.01           | Natural Gas |
| *Municipal Center | \$13,643.06         | 19,160.00          | \$ 1.05           | Natural Gas |
| Dog Pound         | \$4,684.33          | 1,975.50           | \$ 2.37           | Propane     |
| EOC               | \$1,486.60          | 735.00             | \$ 2.02           | Natural Gas |
| **Trades Lane     | \$25,386.94         | 29,584.02          | \$ 1.23           | Natural Gas |
|                   | <u>\$ 79,216.80</u> |                    |                   |             |

### \*Municipal Center Breakdown

|               |                   |
|---------------|-------------------|
| Town pays 68% | \$13,643.06       |
| BOE pays 32%  | <u>\$6,420.27</u> |
|               | \$20,063.33       |

### \*\*Trades Lane Breakdown

|               |                    |
|---------------|--------------------|
| Town pays 70% | \$25,386.94        |
| BOE pays 30%  | <u>\$10,880.12</u> |
|               | \$36,267.06        |

710 CAR POOL

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Car Pool account provides the avenue for various departments to submit vehicle requests. There is also a line item for repairs of car pool vehicles which is rolled into the Highway Garage Repair Account.

BUDGET COMMENTARY

This department is to be discontinued. Maintenance of municipal vehicles will be funded out of highway account 01500 - 3050. Replacement of municipal car pool vehicles will be funded out of the capital non recurring fund (which is funded over time from the transfers out - capital non recurring account.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

No activity during past budget

2011-2012 goal to consider establishing a reservation system for all town vehicles to reduce overall size of car/truck pool at the new Town Hall

|                                  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                  |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 710 CAR POOL                     |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01710 3050 REPAIRS & MAINTENANCE | 5,000               | 5,000               | 5,000                          | 5,000                            | -                | -                                 |                                    |                                   |
| 01710 5080 NEW CARS              | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL CAR POOL                   | 5,000               | 5,000               | 5,000                          | 5,000                            | -                | -                                 | -                                  | -                                 |

# CAR POOL - BUDGET JUSTIFICATION

| Account                          | Department Budget Request | Justification  | Itemized Budgeted Amount |
|----------------------------------|---------------------------|--|--------------------------|
| Account                          |                           | Item(s) / Description  |                          |
| 01710 3050 REPAIRS & MAINTENANCE | -                         | <p>This account is used for the repair and maintenance of Car Pool Vehicles.</p> <p>This account is discontinued. Car pool repairs will be funded out of highway account 01500 - 3050 Repairs</p>      | -                        |
| 01710 5080 NEW CARS              | -                         | <p>This account is discontinued. Municipal vehicle replacement will be funded out of the capital non recurring fund. An analysis of municipal vehicles will be made to determine the required need</p> | -                        |
|                                  |                           |  |                          |

110 SOCIAL SERVICES

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Social Services Department provides emergency help for all Newtown residents. State of Ct. applications for Medicaid for all adults age 19 and over, Husky medical for children up to 18 years old, QMB, ALMB for low income elderly and disabled. Medicare supplement insurance (this policy covers medical which Medicare approves but does not pay). ConnPace for prescriptions and Medicare Part D drug coverage. To help disabled apply for social security benefits which requires filling out many, many forms. Fuel assistance which is a state and federal program to assist low income elderly, disable and families with heat for the winter. We complete approximately 300 applications. I completed 84 applications for the Renters Rebate Program for the elderly and disabled. We inform the elderly of the property tax relief. Food pantry services about 129 people per month.

We had 65 Thanksgiving applications, 73 for Christmas and 36 Easter Baskets. Summer Camp scholarship for low income families. Backpacks for 94 children with the back to school program. Salvation Army paid for 54 \$30.00 shoes certificates. I am on the Salvation Army board. We spent approximately \$13,000 for Medical, rent, car repairs, dental, oil and electric. We have a food pantry. The Newtown Fund also helps with higher bills, such as car repairs, car payment, medical, mortgages and rents.

BUDGET COMMENTARY

The welfare allotment has been increased due to prior years experience and the current economic climate. This increase is off-set by a decrease in consulting fees due to the fact that Newtown Youth & Family Services provide services for psychological and medical problems.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Goal to have another full time or part-time person. I know there is a hiring freeze but this is a goal for the future.

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**110 SOCIAL SERVICES**  
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|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01110 1001 DIRECTOR-HUMAN SERVICES | 51,383              | 51,389              | 51,389                         | 51,389                           | 51,389           | 51,389                            |                                    |                                   |
| 01110 1002 SECRETARY               | 29,000              | 29,412              | 30,085                         | 30,085                           | 30,611           | 30,611                            |                                    |                                   |
| 01110 2015 DUES,CONFERENCE,SUBS    | -                   | 65                  | 100                            | 100                              | 100              | 100                               |                                    |                                   |
| 01110 2030 WELFARE ALLOTMENT       | 3,000               | 3,084               | 4,000                          | 4,000                            | 4,000            | 4,000                             |                                    |                                   |
| 01110 4060 CONSULTING FEES         | 1,908               | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| 01110 5080 CAPITAL                 | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL SOCIAL SERVICES              | 85,292              | 83,950              | 85,574                         | 85,574                           | 86,100           | 86,100                            | -                                  | -                                 |



## SOCIAL SERVICES - POSITION SCHEDULE

| <u>Account / Position Classification</u>  | <u>2010 - 2011 Amended Budget</u> |  | <u>2011 - 2012 Requested Budget</u> |   | <u>Increase / (Decrease)</u> |               |
|---|-----------------------------------|--|-------------------------------------|---|------------------------------|---------------|
|   | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Budget Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01110 1001 DIRECTOR-HUMAN SERVICES</b> |                                   |  |                                     |   |                              |               |
| Director of Human Services                | 1                                 | n/a<br><u>51,389</u>                       | 1                                   | n/a<br><u>51,389</u>                        | 0                            | -             |
| <b>01110 1002 SECRETARY</b>               |                                   |  |                                     |   |                              |               |
| Secretary ***                             | 1                                 | n/a<br><u>30,085</u>                       | 1                                   | n/a<br><u>30,611</u>                        | 0                            | 526           |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

## SOCIAL SERVICES - BUDGET JUSTIFICATION

| Account                         | Department Budget Request | Justification<br>Item(s) / Description                                    | Itemized Budgeted Amount |
|---------------------------------|---------------------------|---|--------------------------|
| 01110 2015 DUES,CONFERENCE,SUBS | 100                       | For training programs, conference, dues, literature for the office.       | 100                      |
| 01110 2030 WELFARE ALLOTMENT    | 4,000                     | Emergency housing, services provided by Newtown Youth & Family Counseling | 4,000                    |
| 01110 4060 CONSULTING FEES      | -                         | If we needed to hire someone to handle and emergency.                     | 4,000                    |
| 01110 5080 CAPITAL              | -                         | None  | -                        |
|                                 |                           |   | -                        |

## 220 SENIOR SERVICES

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The senior center is the focal point for distribution of elder services which include: monthly blood pressure screenings and counseling, a variety of health and wellness seminars and/or screenings, mini-bus transportation, insurance/health information, referral and counseling, speakers, inter-generational programs, day/overnight trips, recreation and leisure activities, exercise, yoga, crafts, quilting/sewing, educational, nutritional and living skills seminars, and computer classes.

The center hosts monthly/yearly events which include : income tax assistance, aarp 55 alive driving classes, Medicare sign-ups, mother's day tea, pot luck dinners, annual holiday party and picnic. a nutritional hot meal is served daily through New Opportunities of Waterbury. The center is also a volunteer station for the national r.s.v.p., ( retired senior volunteer program).

The center's purpose is to enhance the independence of the older citizen by supporting their mental, physical and social well being and encouraging their many endeavors.

Also to provide a rich diversity of programs and interesting activities for any senior 60 years old or 55 and disabled.

### BUDGET COMMENTARY

Budget request is the same as prior year budget.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

In 2011-2012 The center will continue to develop/offer quality programming, educational & info seminars , with staff facilitating some activities to help with the costs.

We are in our second year of charging \$12 pp a year membership dues.

Continue to analyze &/or address all programming to meet the needs of current growing senior population and future senior(s) within the community.

Continue networking with area senior services (such as CASCSP, WCAAAA, NCOA, RSVP, AARP, TRIAD,etc) also, State and federal to be updated, trained and distribute these services.

The Center has a great need in replacing it's wheelchair accessible mini-bus (this request is in the "car pool" department.

I will be working on a Federal Transit Administration's section 5310 van grant program. This program provides cash grants (up to \$40,000) to assist in the purchase of wheelchair accessible vehicles for transportation of seniors and persons with disabilities.

|   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| <b>220 SENIOR SERVICES</b>              |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01220 1001 SENIOR SERVICES ADMINISTRATI | 106,939             | 110,290             | 117,258                        | 117,258                          | 118,272          | 118,272                           |                                    |                                   |
| 01220 2017 DUES & TRAVEL                | 1,035               | 945                 | 1,050                          | 1,050                            | 1,050            | 1,050                             |                                    |                                   |
| 01220 2022 SENIOR CENTER OPERATE EXPENS | 29,679              | 32,650              | 27,000                         | 27,000                           | 27,000           | 27,000                            |                                    |                                   |
| 01220 4061 MINI-BUS                     | 129,100             | 135,500             | 135,500                        | 135,500                          | 135,500          | 135,500                           |                                    |                                   |
| 01220 5080 CAPITAL                      | -                   | -                   | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL COMMISSION ON AGING               | 266,752             | 279,385             | 280,808                        | 280,808                          | 281,822          | 281,822                           | -                                  | -                                 |

## SENIOR SERVICES - POSITION SCHEDULE

| <u>Account / Position Classification</u>         | <u>2010 - 2011 Amended Budget</u> |                    |                      | <u>2011 - 2012 Requested Budget</u> |                    |                       | <u>Increase / (Decrease)</u> |               |
|--|-----------------------------------|--------------------|----------------------|-------------------------------------|--------------------|-----------------------|------------------------------|---------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u> | <u>Budget Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u> | <u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01220 1001 SENIOR SERVICES ADMINISTRATION</b> |                                   |                    |                      |                                     |                    |                       |                              |               |
| Senior Services Director                         | 1                                 | n/a                | 51,389               | 1                                   | n/a                | 51,389                | 0                            | -             |
| Assistant ***                                    | 1                                 | n/a                | 30,255               | 1                                   | n/a                | 30,785                | 0                            | 530           |
| Senior Aide ***                                  | 1                                 | n/a                | 27,710               | 1                                   | n/a                | 28,194                | 0                            | 484           |
| Part Time Van Driver                             | 1                                 | n/a                | 7,904                | 1                                   | n/a                | 7,904                 | 0                            | -             |
|  |                                   |                    | <u>117,258</u>       |                                     |                    | <u>118,272</u>        |                              |               |

\*\*\* town hall employees receives a 1.75% wage increase per contract.

## SENIOR SERVICES - BUDGET JUSTIFICATION

| Account                                   | Department<br>Budget<br>Request | Justification<br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|---|---------------------------------|---|--------------------------------|
| 01220 2017 DUES & TRAVEL                  | 1,050                           | THIS AMOUNT ALLOWS THE STAFF TO BE REIMBURSED FOR MILEAGE WHEN A TOWN CAR IS NOT AVAILABLE.<br>COVERS DUES TO SUCH ORGANIZATIONS AS: CASCP, CAMAE, NCOA, ELDER HOSTEL AND SUBSCRIPTIONS TO PROFESSIONAL MAGAZINES.<br>PAYS FOR WORKSHOPS AND CONFERENCES WHICH PROVIDE STAFF TRAINING DEVELOPMENT ESSENTIAL FOR IMPLEMENTING PROGRAMS AND SERVICES.   | 1,050                          |
| 01220 2022 SENIOR CENTER OPERATE EXPENSES | 27,000                          | BREAKDOWN OF SENIOR CENTER ACCOUNT:<br>PROGRAM/CLASS SUPPLIES<br>EDUCATIONAL SEMINARS<br>HOLIDAY THEMED PARTIES<br>INFORMATIONAL EVENTS<br><br>TEACHER FEES ENTERTAINMENT SPEAKERS<br>OUTREACH PROGRAMS<br>INTER-GENERATIONAL PROGRAMS<br>OUTREACH PROGRAMS<br>ANNUAL PICNIC  | 27,000                         |
| 01220 4061 MINI-BUS                       | 135,500                         | THIS LINE ALSO COVERS PAMPHLETS, BROCHURES, EDUCATIONAL VIDEOS, AND MATERIALS FOR WORKSHOPS, TRAINING, CLIENT USE AND COMPUTER CLASSES<br>Plus \$2,566.50 for the Congregate meal site see attached sheet<br><br>H.A.R.T. ( Housatonic Area Regional Transit) request this amount for 5 days per week. Saturday and extra weekday hours service is funded through section 13(b)<br>This is a town wide service for the whole senior and disabled community it does not just service the Center. | 135,500                        |
| 01220 5080 CAPITAL                        | -                               |   | -                              |



# NEW OPPORTUNITIES, INC.

*Helping People. Changing Lives. ~ Community Action Partnership*

Corporate Address:  
232 North Elm Street – Waterbury, CT 06702  
203.575.9799 ~ 203.755.8254 (fax)

## Housatonic Valley Region

### Local Funding Request

Assistance requested from each municipality for 2011-2012 is based upon program utilization in 2009-2010. It is figured at the rate of 30¢ per meal served. Funds received will be used only to purchase meals to homebound elders during the period of 7/1/11 – 6/30/12. If approved, the municipality will be invoiced in November of 2011.

### Newtown .

### FY 2011-2012 Funding Request:

**8,555 meals x 30¢/meal = \$2,566.50**

#### 2009 – 2010 Service Statistics

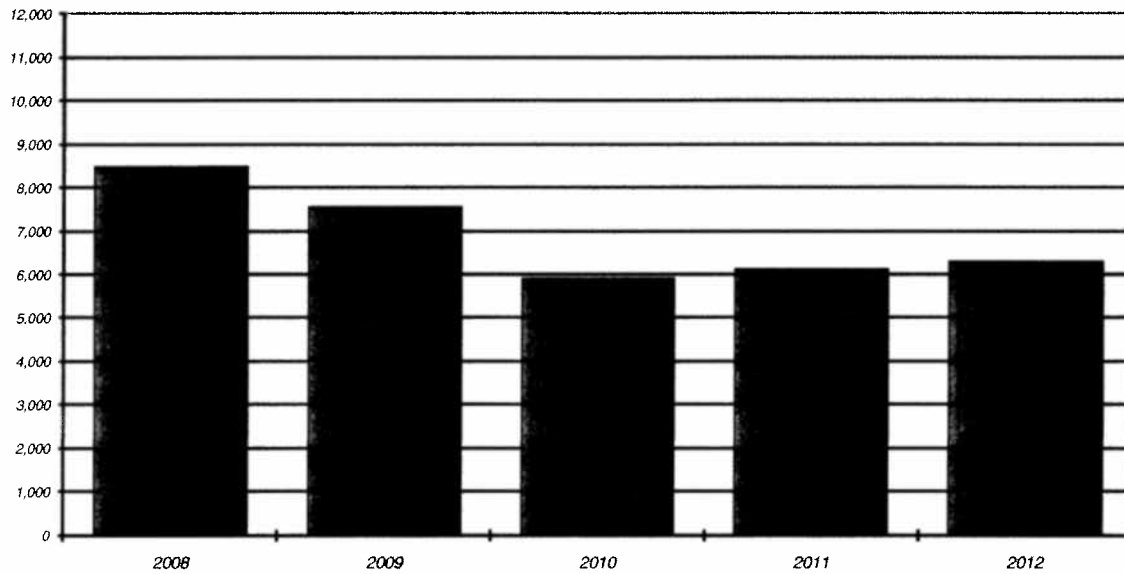
|                  | Clients | Meals | Actual Cost |
|------------------|---------|-------|-------------|
| Congregate Meals | 110     | 2,958 | \$27,184.02 |
| Meals on Wheels  | 36      | 5,597 | \$24,906.65 |
| Total:           | 146     | 8,555 | \$52,090.67 |

**SWEETHART OPERATING PROFILE  
TOWN OF NEWTOWN**

|                      | Weekdays   | Saturdays | Hours/Wkday | Hours/Saturday | Annual Hours | Daily Trips | Annual Trips | Trips/Hour  |
|----------------------|------------|-----------|-------------|----------------|--------------|-------------|--------------|-------------|
| FY 2012              | 256        | 53        | 17.55       | 8.50           | 4,943        |             |              |             |
| <b>FY 2012 Total</b> | <b>256</b> | <b>53</b> |             |                | <b>4,943</b> | <b>24.6</b> | <b>6,294</b> | <b>1.27</b> |

\*Note: Extra weekday hours (M-F) and Saturday hours on the budget sheet reflect service funded through section 13(b)

**SWEETHART RIDERSHIP HISTORY  
TOWN OF NEWTOWN**



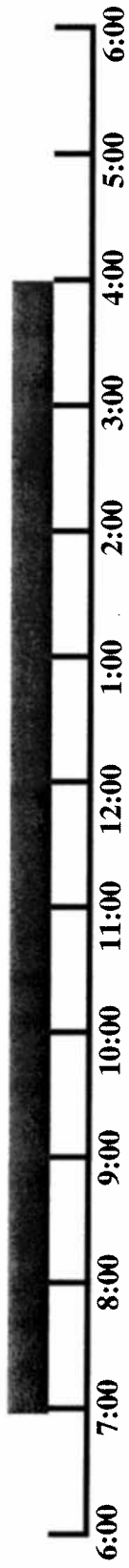
\*Note: FY 2011 estimate based on ridership trends from July through October 2010.  
FY 2012 ridership estimate based on current trends.



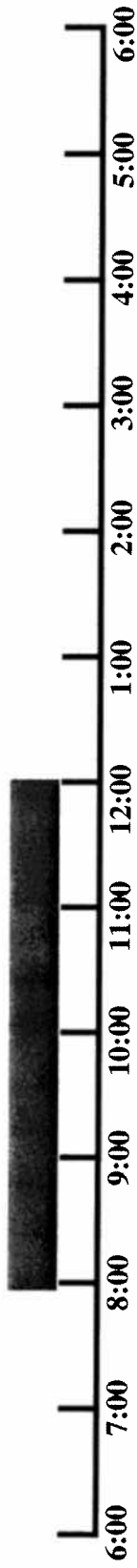
**Newtown SweetHART Service FISCAL YEAR 2010**

**Monday-Friday**

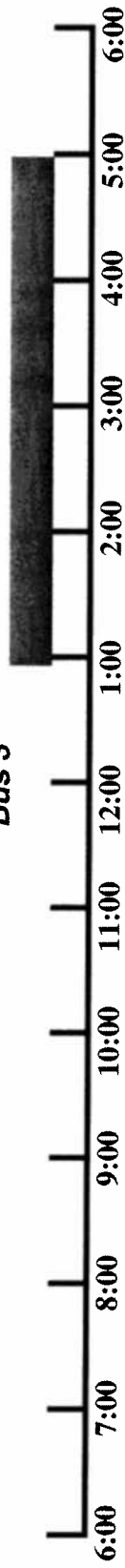
**Bus 1**



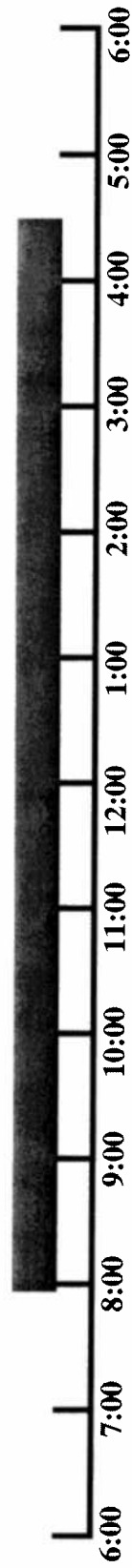
**Bus 2**



**Bus 3**



**Saturday**



## 370 NEWTOWN HEALTH DISTRICT

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Our mission is to promote and to protect the physical and environmental well-being of the citizens of the Newtown Health District through direct services, wellness and promotional programs and active support of community efforts. Collaboration with community partners is an essential part of our operation. Delivering exceptional customer service to our residents is our priority.

Services include: Review of plans for, issuance of permits to construct, and inspection of new and repaired septic systems. Review of permit applications and issuance of approvals for water supply well drilling. Health Panel Review - a program to review plans for lots less than one-half acre to ensure compliance with all agencies' Codes requirements. Review of plans, issuance of licenses and inspection of food service establishments (deli's, restaurants, schools, grocery stores, etc.). Review and sign-off for building permits for any/all proposed work to ensure compliance with CT Public Health Code. Daycare inspections. Follow-up, investigate complaints (wastewater, pollution, housing, potential vermin, etc.). Follow-up on reportable infectious diseases (i.e. tuberculosis, salmonella,, e.coli) that could have public health implications. Assist with collection, testing, notification and guidance for potential rabies exposures. Promote health education (health screenings, Heart health promotion, Lyme Disease and other tick-borne disease prevention, physical activity & nutrition, influenza prevention, radon awareness, ). Local and regional public health emergency preparedness planning, exercise, and evaluation.

### BUDGET COMMENTARY

Significant/Notable Changes in budget from last fiscal year are as follows:

Salaries, Payroll expenses (combined Social Security and Pension): **Increase** due to negotiated contract increase.

Operating: **Decrease** slightly due to availability of grant funds.

Programs/Contractual: **Decrease** slightly due to availability of grant funds.

Legal/Financial: **Increase** solely due to moving bookkeeping from Salaries to Legal/Financial (no actual increase in expenditure)

Transportation: **Decrease** due to availability of grant funds.

Insurances: **Increase** due to anticipated premium increase.

CIRMA Insurances: **Increase** due to anticipated premium increase.

Contingency: **Decrease** to normal allow for accommodating potential shortage/instability from decreases and flat budget line items.

Due to flat revenue, the budget has been prepared again with an extremely sharp pencil and includes utilizing one-time grant monies and Fund Balance to balance the proposed budget - this is not a practice that can be implemented from year to year and runs a significant risk to the Health District for future budget preparation.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Annual Health Fair - organize 50+ exhibitors and health care professionals to provide free health screenings (cholesterol, vision, glaucoma, hearing, skin cancer, blood pressure) for hundreds of residents

Conducted Fall Prevention program for Seniors in all 3 member towns through Rural Health grant and Community Block Grant.

Collaborate with local VNA's in conducting flu clinics, health promotion activities and responding to community needs.

Continue to promote Tick-borne Disease awareness and prevention through BLAST program.

Continue collaboration with Newtown Public Schools - Character Committee, Wellness Committee

Active membership and vice chair of Newtown Prevention Council; in Fall 2010, awarded 5 year Drug Free Community Grant.

On-going training of Health District staff for enforcement of the CT Public Health Code and public health emergency response.

Chair of Housatonic Valley Region Public Health Emergency Planning Committee & reporting member of HVCEO Tick-borne Illness Prevention Task Force.

Further development of medical and non-medical volunteer base for public health emergency response.

Update existing Sanitary Code and Food Ordinance. Develop regulations for salons.

| 370 NEWTOWN HEALTH DISTRICT        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01370 0003 NEWTOWN HEALTH DISTRICT | 262,696             | 257,932             | 264,618                        | 264,618                          | 264,449          | 264,449                           |                                    |                                   |
| TOTAL NEWTOWN HEALTH DISTRICT      | 262,696             | 257,932             | 264,618                        | 264,618                          | 264,449          | 264,449                           | -                                  | -                                 |

# **NEWTOWN HEALTH DISTRICT - BUDGET JUSTIFICATION**

| Account                            | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description   | Itemized<br>Budgeted<br>Amount   |
|------------------------------------|---------------------------------|--|--|
| 01370 0003 NEWTOWN HEALTH DISTRICT | 264,449                         | <p>SALARIES - 5 FULL-TIME AND 2 PART-TIME</p> <p>PAYROLL EXPENSES</p> <p>OPERATING</p> <p>PROGRAMS/CONTRACTUAL</p> <p>LEGAL/FINANCIAL</p> <p>TRANSPORTATION</p> <p>HEALTH INSURANCE</p> <p>CIRMA INSURANCES</p> <p>CIRMA INSURANCES</p> <p>CONTINGENCY</p> <p>OUTSIDE REVENUE (STATE FUNDS, FEES, MEMBER TOWNS LOCAL PER CAPITA)</p> <p>IN-KIND SERVICES PROVIDED BY NEWTOWN</p> | <p>371,114</p> <p>39,505</p> <p>23,000</p> <p>18,250</p> <p>14,750</p> <p>12,956</p> <p>109,886</p> <p>12,437</p> <p>18,386</p> <p>2,500</p> <p>(217,431)</p> <p>(140,903)</p> |
|                                    |                                 |  | 264,449  |

**Newtown Health District  
Proposed Budget FY 2010-2011**

**NEWTOWN HEALTH DISTRICT  
BUDGET INFORMATION FY 2011-2012**

| <b>Line Items *</b>       | <b><u>Expenditures</u></b> | <b>Source</b>                          | <b><u>Revenues</u></b>     |
|---------------------------|----------------------------|--|----------------------------|
| Salaries                  | \$371,113.54               | <b>State Per Capita Grant:</b>         |                            |
| Payroll Expenses          | \$39,504.92                | Newtown (Town)                         | \$46,207.45                |
| Operating                 | \$23,000.00                | Newtown (Borough)                      | \$3,354.05                 |
| Programs                  | \$18,250.00                | Bridgewater                            | \$3,485.40                 |
| Legal/Financial           | \$14,750.00                | Roxbury                                | \$4,290.15                 |
| Transportation            | \$12,956.00                | <b>Fees (estimated):</b>               |                            |
| Health Insurance          | \$109,886.32               | Newtown (Town & Borough)               | \$47,500.00                |
| CIRMA Insurances          | \$30,822.75                | Bridgewater                            | \$4,000.00                 |
|                           |                            | Roxbury                                | \$5,000.00                 |
| Capital                   | \$0.00                     | <b>Other Grants</b>                    | \$10,000.00                |
| Contingency               | \$2,500.00                 | <b>Use of Fund Balance</b>             | \$30,000.00                |
|                           |                            | <b>Total Grant &amp; Fee Rev.</b>      | \$153,837.05               |
|                           |                            | <b>Local Contributions Per Capita:</b> |                            |
|                           |                            | Newtown (Town)                         | \$377,920.06               |
|                           |                            | Newtown (Borough)                      | \$27,432.00                |
|                           |                            | Bridgewater                            | \$28,506.28                |
|                           |                            | Roxbury                                | \$35,088.15                |
| <b>Total Expenditures</b> | <b><u>\$622,783.53</u></b> | <b>Total Revenue</b>                   | <b><u>\$622,783.53</u></b> |

\* - detail for line item expenditures  
on following pages

**Per Capita Amount      \$15.13**

|                           |               | <b>Local Per<br/>Capita Cost</b> |
|---------------------------|---------------|----------------------------------|
| District Member           |               |                                  |
| Town of Newtown           | 24,977        | \$377,920.06                     |
| Borough of Newtown        | 1,813         | \$27,432.00                      |
| Town of Bridgewater       | 1,884         | \$28,506.28                      |
| Town of Roxbury           | 2,319         | \$35,088.15                      |
| Total District Population | <u>30,993</u> | <u>\$468,946.48</u>              |

# Newtown Health District

## Proposed Budget FY 2010-2011

### Expenditure Detail

#### **SALARIES**

|                          |             |
|--------------------------|-------------|
| Director of Health       | \$82,161.54 |
| Medical Advisor          | \$13,042.00 |
| Administrative Assistant | \$42,820.00 |
| Senior Sanitarian        | \$70,884.00 |
| Assistant Sanitarian     | \$66,203.00 |
| Assistant Sanitarian     | \$66,203.00 |
| Food Service Inspector   | \$29,000.00 |
| Labor Contract           | \$800.00    |

**TOTAL** \$371,113.54

#### **PAYROLL EXPENSES**

|                 |             |
|-----------------|-------------|
| Social Security | \$28,254.92 |
| Pension         | \$11,250.00 |

**TOTAL** \$39,504.92

#### **OPERATING**

|                           |             |
|---------------------------|-------------|
| Office supplies           | \$1,100.00  |
| Telephone                 | \$1,250.00  |
| Field Equipment           | \$400.00    |
| Office Equip. Maintenance | \$250.00    |
| Specimen Transportation   | \$1,250.00  |
| Clothing                  | \$1,000.00  |
| Dues/Subscript.           | \$750.00    |
| District offices          | \$17,000.00 |

**TOTAL** \$23,000.00

#### **PROGRAMS**

|                               |            |
|-------------------------------|------------|
| Health Education              | \$4,000.00 |
| Medical Supplies              | \$3,000.00 |
| Educ./Training                | \$1,750.00 |
| Water Testing                 | \$1,000.00 |
| Food Protection program       | \$2,500.00 |
| VNA Nursing                   | \$4,000.00 |
| Environmental Health Services | \$2,000.00 |

**TOTAL** \$18,250.00

#### **LEGAL/FINANCE**

|            |            |
|------------|------------|
| Accounting | \$4,500.00 |
| Legal      | \$3,750.00 |
| ADP        | \$3,000.00 |
| Bookkeeper | \$3,500.00 |

**TOTAL** \$14,750.00

#### **TRANSPORTATION**

|                            |           |
|----------------------------|-----------|
| Vehicle Leasing (3 trucks) | 10,206.00 |
| DOH Transportation         | 2,750.00  |
| Misc.                      | 0.00      |

**TOTAL** 12,956.00

#### **HEALTH INSURANCE**

|                        |            |
|------------------------|------------|
| Health Insurance       | 107,447.37 |
| Health Insurance Copay | 2,148.95   |
| DOH - Life             | 290.00     |

**TOTAL** 109,886.32

#### **CIRMA Insurances**

|                 |           |
|-----------------|-----------|
| Workers Comp    | 12,437.25 |
| Other CIRMA ins | 18,385.50 |

**TOTAL** 30,822.75

#### **Contingency**

2,500.00

#### **GRAND TOTAL**

**\$622,783.53**

# Newtown Health District Proposed Budget FY 2010-2011

| Line Items *       | Expenditures        | In Kind Services    |                   |                   |
|--------------------|---------------------|---------------------|-------------------|-------------------|
|                    |                     | from Newtown        | Bridgewater       | Roxbury           |
| Salaries           | \$371,113.54        |                     |                   |                   |
| Payroll Expenses   | \$39,504.92         | \$11,250.00         |                   |                   |
| Operating          | \$23,000.00         | \$12,000.00         | \$ 2,250.00       | \$ 2,750.00       |
| Programs/Contractu | \$18,250.00         |                     |                   |                   |
| Legal/Financial    | \$14,750.00         |                     |                   |                   |
| Transportation     | \$12,956.00         | \$10,206.00         |                   |                   |
| Insurances         | \$109,886.32        | \$107,447.37        |                   |                   |
| CIRMA Insurances   | \$30,822.75         |                     |                   |                   |
| Capital            | \$0.00              |                     |                   |                   |
| Contingency        | \$2,500.00          |                     |                   |                   |
| <b>TOTALS</b>      | <b>\$622,783.53</b> | <b>\$140,903.37</b> | <b>\$2,250.00</b> | <b>\$2,750.00</b> |

## Request for local Contribution

|                                | <u>population</u> | <u>Per Capita</u><br><u>Cost</u> | <u>Services</u><br><u>Provided</u> | <u>Total</u><br><u>Request</u> |
|--------------------------------|-------------------|----------------------------------|------------------------------------|--------------------------------|
| Town and Borough<br>of Newtown | 26,790            | \$405,352.06                     | \$140,903.37                       | \$264,448.69                   |
| Town of Bridgewater            | 1,884             | \$28,506.28                      | \$2,250.00                         | \$26,256.28                    |
| Town of Roxbury                | 2,319             | \$35,088.15                      | \$2,750.00                         | \$32,338.15                    |

**375 TICK ACTION COMMITTEE**

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

During a special meeting on August 28, 2009 the Board of Selectmen discussed and named 11 Newtown volunteers who will serve on a short-term committee to study and make recommendations to the board on possible solutions, or ways the community might address tick-borne disease.

**BUDGET COMMENTARY**

This is a short term committee. Its mission was finished during fiscal year 2010 - 2011.

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**



| 375 TICK ACTION COMMITTEE   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-----------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                             |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01375 0003 ALLOCATIONS      | -                   | 3,575               | 2,750                          | 2,750                            | -                | -                                 |                                    |                                   |
| TOTAL TICK ACTION COMMITTEE | -                   | 3,575               | 2,750                          | 2,750                            | -                | -                                 | -                                  | -                                 |

**TICK ACTION COMMITTEE - BUDGET JUSTIFICATION**

| Account                | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description | Itemized<br>Budgeted<br>Amount |
|------------------------|---------------------------------|--|--------------------------------|
| 01375 0003 ALLOCATIONS | -                               | COMMITTEE CONTRIBUTION                     | -                              |

380 VISITING NURSES ASSOCIATION

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Newtown VNA has been providing skilled and professional nursing services for the people of the Town of Newtown for 90 years. We provide services through a Board of Directors who are "Local People Helping Local People" offering a vast array of public health prevention screenings such as Flu Vaccine, Blood Pressure, Pre-School Eye Screening, Hearing Testing, Heart Disease Prevention, Cholesterol Screening, Bone Scanning and many others. Our motto has always been that "No one will ever be denied our nursing services because of inability to pay". Nursing scholarships are an important part of our effort to encourage young people to enter the nursing profession.

BUDGET COMMENTARY

\$500 is to assist with Flu Clinics to prevent a public Flu Epidemic or pandemic.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

We have provided all the staffing for all the 2010 flu vaccine clinics; VNA provides at least one free monthly public health screening for the Newtown public; provide monthly health screenings and blood pressure screenings at the Senior Center; provide eye screening and testing for all nursery and pre-school centers in town. Our goal is to increase by at least 10% the public health screening services offered to the town. Another goal is to provide a full time public health nurse for Newtown.

| -----<br><b>380 VISITING NURSES ASSOCIATION</b><br>----- | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01380 0000 VNA   | 500                 | 500                 | 500                            | 500                              | 500              | 500                               |                                    |                                   |
| TOTAL VISITING NURSES ASSOCIATION                        | 500                 | 500                 | 500                            | 500                              | 500              | 500                               | -                                  | -                                 |

**VISITING NURSES ASSOCIATION - BUDGET JUSTIFICATION**

| <b>Account</b> |                           | <b>Justification</b>  |                          |
|----------------|---------------------------|-----------------------|--------------------------|
| Account        | Department Budget Request | Item(s) / Description | Itemized Budgeted Amount |
| 01380 0000 VNA | 500                       | AGENCY CONTRIBUTION   | 500                      |
|                |                           |                       | 500                      |

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**400 KEVIN'S COMMUNITY CENTER**  
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**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

See Attachment "A"

**BUDGET COMMENTARY**

Budget amount same as prior year

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

|   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| -----<br><b>400 KEVIN'S COMMUNITY CENTER</b><br>----- |                     |                     |                                |                                  |                  |                                   |                                    |                                   |
| 01400 0000 KEVIN'S COMMUNITY CENTER                   | 50,000              | 45,000              | 45,000                         | 45,000                           | 45,000           | 45,000                            |                                    |                                   |
| TOTAL KEVIN'S COMMUNITY CENTER                        | 50,000              | 45,000              | 45,000                         | 45,000                           | 45,000           | 45,000                            | -                                  | -                                 |

**KEVIN'S COMMUNITY CENTER - BUDGET JUSTIFICATION**

| Account                             | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description | Itemized<br>Budgeted<br>Amount |
|-------------------------------------|---------------------------------|--|--------------------------------|
| 01400 0000 KEVIN'S COMMUNITY CENTER | 45,000                          |  | 45,000                         |
|                                     |                                 |  | 45,000                         |



### Department Services/Programs Description

*The mission of Kevin's Community Center is to provide quality, compassionate free health care for persons over the age of 18 who are uninsured or underinsured and have limited financial resources.*

Kevin's Community Center, Inc. (KCC), was founded in 2002 by Dr. Z. Michael Taweh and his wife, Jocelyne, in memory of their son, Kevin. Under their leadership, the founding and licensure of KCC took place over a period of nine months through a collaboration of the Newtown Health District, the Visiting Nurse Association of Newtown, Danbury Hospital, Housatonic Valley Radiological Associates, Newtown Drug Center, Newtown Social Services Department, Town of Newtown, Danbury Office of Physician Services, the Newtown and greater Danbury medical and dental communities, the local banking, business and legal community, along with the efforts of over 400 volunteers and guidance from AmeriCares Free Clinics.

KCC serves the towns of Roxbury, Bridgewater and Newtown, the same towns served by the Newtown Health District. The clinic offers a wide range of services including: diagnosis and treatment of medical conditions; evaluation and treatment of minor injuries; essential medications for chronic illness and lab tests as indicated; referral for radiology and diagnostic testing where indicated/available; referral to social services agencies for consultation; referral to medical specialists where indicated; preventive care and education/support services; and continuity of care for diabetes via a Diabetes Care Coordinator. Eligibility for services is based on income guidelines which are tied to the Federal Poverty Level. Prior to being seen, all patients are screened by a social worker to ensure eligibility for services.

In addition to diagnostic and continuing care, KCC offers free prescriptions when available or refers patients to local pharmacies such as the Newtown Drug Center, which provides significant price reductions on prescription medication.

Kevin's Community Center is currently housed at 153 South Main Street, Newtown, CT. Clinic oversight is provided by a part-time Clinic Director, KCC's only employee. We also engage on a year-to-year basis, an outside consultant who serves as our part-time Director of Development.

KCC's services are provided by a vast network of volunteers, including over 100 medical specialists in the greater Danbury area and the Danbury Office of Physician Services (DOPS), providing consultative services for neurology, pulmonology and oncology. Danbury Hospital and Housatonic Valley Radiological Associates also offer services and support to our patients at no cost.

Within the organization, KCC maintains a dedicated corps of volunteer doctors, nurses, physician assistants, APRNs, administrative office staff, public relations volunteers and fundraisers. This group is overseen by our Volunteer Coordinator. Many of our volunteers have served since the very first months of organization and start-up in 2003.

Currently open one day per week—Wednesday, from 1:00-5:00 p.m., patients are encouraged to call in advance for appointments. However, walk-ins are accommodated. In addition to clinic hours, a team of volunteers prepares charts and confirms appointments each Monday prior to Wednesday's clinic session. In addition to time spent during clinic hours, the Clinic Director spends approximately one morning/afternoon each weekend doing follow-up administrative work.

The Board of Directors meets bi-monthly for regular meetings and more frequently as the need arises.

Our Director of Development works part-time writing grants, overseeing fundraising activities, actively engaging in community outreach on behalf of KCC, and managing all areas of donor contributions, including mailers, in-kind donations, corporate matching programs and special event agendas.

### Budget Commentary

Kevin's Community Center is requesting \$55,000 from the Town of Newtown. Your help is needed. Funds from the Town of Newtown will help provide support for our Free Medical Clinic operations including such increased costs as professional liability insurance, fire insurance, telephone, office supplies, medical supplies, medical equipment, employment taxes, some medications, a part-time salary for our Clinic Director, and a part-time contract for a Director of Development. *We are proud to say that 89% of funds and resources received for clinic operations go directly to patient care.*

## Accomplishments

Kevin's Community Center has improved its collaboration with community agencies through its Medical Outreach Committee. Many local organizations have demonstrated their commitment to our mission and have expressed their desire to participate in mutual programs. Community outreach initiatives have included educational clinics with the Newtown Ambulance Corps and the Newtown Junior Women's Club. We have firmly established core partnerships with the Newtown Department of Social Services, Newtown Health District, Newtown Drug Center and the Visiting Nurses Association of Newtown. The community and service organizations have given us unprecedented support and we have forged strong alliances with other local organizations, such as Family Counseling Center of Newtown, Newtown Youth Services, The Parent Connection, and numerous others. With this array of ongoing educational programs and activities, all with a common focus on promoting the health and well being of the area residents, KCC has developed a cooperative initiative to building a healthy community.

We are committed to providing community outreach via our monthly newsletters and our periodic articles published in the Health section of the Newtown Bee. KCC has a long track record of community involvement and will continue to raise awareness through sustained participation in community activities such as the Newtown Health Fair, The Hospice Breakfast, the Labor Day Parade, periodic visits and presentations with the Rotary and Lions Clubs of Newtown, and the Pootatuck Duck Race. Active grant seeking is a critical focus of our Director of Development and annual fundraising events such as Mozart, Merlot and Mums, will also continue. Over the past seven years, KCC has seen an ever-increasing cadre of enthusiastic volunteers who share our vision of solidarity through philanthropic means. We trust that this shared purpose will continue to inspire our mission.

## Item Description

Kevin's Community Center catches those individuals who fall through the cracks in our imperfect health care system. Many of these patients have recently lost their jobs and their insurance while others are self-employed and have paid for health care out of pocket but can no longer afford it because the work has decreased. These are Connecticut's most at risk people. Without us, many patients would go without vital prescription medicines and life-threatening health problems would go undiagnosed.

Many of our patients have been able to avoid long-term complications from untreated chronic conditions. These patients can now enjoy a longer and increased quality of life. Moreover, with the care that they receive from KCC, the tendency for them to go to the Emergency Room will lessen and this consequently will take some of the healthcare onus off the hospitals.

Locally supported, our free medical clinic concentrates on filling gaps in the local health care system by providing free services to those without access to health care. Since there is no charge for services and our care is based on a patient's lack of insurance and their income level, KCC unburdens our patients from having to decide on whether or not they can afford healthcare and leaves them room to spend on other survival needs; i.e. rent, food, utilities. Over 800 families, 3,800 adults here in Newtown alone, have no health care coverage at all.

*Kevin's Community Center maintains a non-discrimination policy and offers free medical services to all who qualify.*

#### Recent Improvements

Since our implementation of a Diabetic Nurse Educator, our diabetic program has been caring for 74 diabetic patients. Due to this and to new diabetic equipment that helps monitor and stabilize the patient's illness, these patients are now more stabilized. KCC has also implemented a Diabetic Education Clinic where patients are taught self-care behaviors such as healthy eating, self-monitoring, and exercise.

Our Medical Outreach Program has increased its educational programs in the community. This has led to an ever-increasing awareness of health issues that has led to improved community support for health services to area residents.

410 CHILDREN'S ADVENTURE CENTER

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Children's Adventure Center is a pre-school for 3 to 5 year olds and has been a delegate agency of the Town of Newtown since we opened in 1969 and we are now celebrating our 40th birthday. We are a non-profit agency serving working families, working mothers or distressed families in Newtown. CAC is funded through a contract with the Connecticut State Department of Social Services providing tuition on a sliding scale for those families with income qualifications; also funded partially through the State Department of Education Food Program; a small grant from Newtown and through tuition fees. The Children's Adventure Center Board of Directors originally raised the money to build the building we are in- the Multi Purpose Center-through private grants and fund raising and by including the Visiting Nurse Association. A Town appropriation provided the money for the inclusion of the Senior Center. We serve 62 children; open 11 hours a day; 12 months of the year.

BUDGET COMMENTARY

The Children's Adventure Center is requesting \$25,000 (no change in several years) some of which will cover the union contractual raise anticipated for our 13 union staff members, also helps cover current increase in the cost of food and milk plus the increased cost of non perishable food supplies.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

We have been open daily from 7 AM until 6 PM for the last forty years enabling many working and single families to survive in Newtown and now, more than at any other time with this economy, working families need our help. Within financial constraints, we would like to be able to plan ahead to provide additional space to accommodate our young Newtown families and to help them live and stay in Newtown. We are the only pre-school and agency in town with available state assistance.

| 410 CHILDREN'S ADVENTURE CENTER        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01410 0003 CHILDREN'S ADVENTURE CENTER | 30,000              | 30,000              | 25,000                         | 25,000                           | 25,000           | 25,000                            |                                    |                                   |
| TOTAL CHILDREN'S ADVENTURE CENTER      | 30,000              | 30,000              | 25,000                         | 25,000                           | 25,000           | 25,000                            | -                                  | -                                 |

# CHILDREN'S ADVENTURE CENTER - BUDGET JUSTIFICATION

| Account                                | Department Budget Request | Justification<br>Item(s) / Description | Itemized Budgeted Amount |
|--|---------------------------|--|--------------------------|
| 01410 0003 CHILDREN'S ADVENTURE CENTER | 25,000                    | AGENCY REQUEST                         | 25,000                   |
|  |                           |  | 25,000                   |

## 419 REGIONAL HOSPICE

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Regional Hospice provides care, comfort and compassion for those touched by life-limiting illness and loss. The agency achieves its mission through hospice and home care programs, with supportive volunteer and bereavement services. Our Caring Continuum - Cares at Home, Hospice, and the Healing Hearts Center for Grieving Children & Families - offers the right care at the right time. Regional Hospice's team of doctors, nurses, social workers, counselors, and trained volunteers work together to focus on the patient's physical, psychological, and spiritual needs. We provide medical care and family support throughout a patient's illness. Regional hospice employs its own registered nurses who are proficient in pain management and comfort care. Social workers provide counseling and help the patient and family with coping. They also assist with planning needs and access appropriate community services. Home health aides, therapists, family support volunteers, and pastoral and bereavement counselors are also integral to the team. We are there for our patients and families 24 hours a day, seven days a week. In fiscal year 2010, Regional Hospice provided \$658,318 in community benefit and free services to area towns. This included \$172,764 in free, unreimbursed patient care. Medicare and insurance reimbursements do not cover our expenses; we rely on grants, donations, and community support to provide our programs.

### BUDGET COMMENTARY

In prior years, Regional Hospice received grants of \$5,500 from the Town of Newtown. For Fiscal Year 2011-2012 Regional Hospice again respectfully requests \$5,500 for its programs and services.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

During F/Y '09 Regional Hospice provided \$658,318 community benefit which includes free care, end-of-life consults, extensive child and adult bereavement services, community and professional education, cost of running a volunteer and community services department. This amount exceeded our baseline goal of \$475,000 by over \$183,318. Our baseline goal for F/Y '11/12 is again \$475,000. With ever increasing community needs, we hope to attain sufficient support to continue to exceed this goal by a similar amount in the coming year. Comprehensive community bereavement support in area towns through the Healing Hearts Center for Grieving Children & Families is a major Regional Hospice initiative. Healing Hearts received national acclaim and was presented as a model for program replication as a 2009 Finalist for a Monroe E. Trout Premier Cares Award. During fiscal year 2010, our Healing Hearts Center had a 23% increase in participants from the previous fiscal year and added two additional children's support groups (currently 19) and served 1,169 children and adults through 2,050 adult visits and 1,887 children's program visits to the center, and additional contacts within local communities. This was a total of 8,074 contacts to or visits by bereaved individuals this year. We met our 2010 goals for Medicare and Medicaid conditions of participation, and received highest in state and national averages in the Family Evaluation Hospice Surveys ranked by the National Hospice and Palliative Care Organization with 100% indicating that they benefitted from



| 419 REGIONAL HOSPICE                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01419 0000 REGIONAL HOSPICE ALLOCATIONS | 5,500               | 5,500               | 5,500                          | 5,500                            | 5,500            | 5,500                             |                                    |                                   |
| TOTAL REGIONAL HOSPICE                  | 5,500               | 5,500               | 5,500                          | 5,500                            | 5,500            | 5,500                             | -                                  | -                                 |

**REGIONAL HOSPICE - BUDGET JUSTIFICATION**

| <b>Account</b>                          |                           | <b>Justification</b>                     |                          |
|---|---------------------------|--|--------------------------|
| Account                                 | Department Budget Request | Item(s) / Description                    | Itemized Budgeted Amount |
| 01419 0000 REGIONAL HOSPICE ALLOCATIONS | 5,500                     | NURSING, SUPPORT AND BEREAVEMENT SERVICE | 5,500                    |
|   |                           |  | 5,500                    |

# REGIONAL HOSPICE OF WESTERN CONNECTICUT, INC.

## SELECTED FINANCIAL INDICATORS

FOR THE YEARS ENDED JUNE 30, 2010 AND 2009

|   | Years Ended June 30, |        |                     |        |
|---|----------------------|--------|---------------------|--------|
|   | 2010                 |        | 2009                |        |
|   | Amount               | Ratio  | Amount              | Ratio  |
| <b>Revenue and Other Support</b>                          |                      |        |                     |        |
| Net patient service revenue                               | \$ 3,767,954         | 82.10% | \$ 3,145,747        | 81.75% |
| Contributions   | 381,975              | 8.32%  | 331,191             | 8.61%  |
| Fundraising and special events,<br>net of direct expenses | 288,521              | 6.29%  | 220,594             | 5.73%  |
| Investment return   | 43,795               | 0.95%  | 67,063              | 1.74%  |
| Interest income and other                                 | 14,946               | 0.33%  | 26,479              | 0.69%  |
| Net assets released from restriction                      | 92,065               | 2.01%  | 56,756              | 1.48%  |
|   | <u>\$ 4,589,256</u>  |        | <u>\$ 3,847,830</u> |        |
| <b>Accounts Receivable (Gross)</b>                        | <u>\$ 838,555</u>    |        | <u>\$ 733,418</u>   |        |
| <b>Days Services in<br/>Accounts Receivable</b>           | <u>81</u>            |        | <u>85</u>           |        |
| <b>Investments</b>  |                      |        |                     |        |
| Investment return:  |                      |        |                     |        |
| Interest and dividends                                    | \$ 59,393            |        | \$ 67,360           |        |
| Realized gains and losses                                 | (15,598)             |        | (297)               |        |
| Unrealized gains and losses                               | 174,884              |        | (317,859)           |        |
|   | <u>\$ 218,679</u>    |        | <u>\$ (250,796)</u> |        |
| <b>Investments - at fair value</b>                        | <u>\$ 3,015,022</u>  |        | <u>\$ 2,136,407</u> |        |
| <b>Net Return on Investments</b>                          | <u>7.25%</u>         |        | <u>-11.74%</u>      |        |
| <b>Current Ratio</b>                                      |                      |        |                     |        |
| Current assets  | \$ 2,736,070         |        | \$ 2,175,286        |        |
| Current liabilities                                       | \$ 379,375           |        | \$ 373,618          |        |
| <b>Current Ratio</b>                                      | <u>7.21</u>          |        | <u>5.82</u>         |        |

# REGIONAL HOSPICE OF WESTERN CONNECTICUT, INC.

## SELECTED FINANCIAL INDICATORS (CONTINUED)

FOR THE YEARS ENDED JUNE 30, 2010 AND 2009

|                                     | Years Ended June 30, |             |                     |             |
|-------------------------------------|----------------------|-------------|---------------------|-------------|
|                                     | 2010                 |             | 2009                |             |
|                                     | Amount               | Ratio       | Amount              | Ratio       |
| <b>Expenses</b>                     |                      |             |                     |             |
| Salaries and related expenses       | \$ 2,552,477         | 61.11%      | \$ 2,338,240        | 59.48%      |
| Professional fees and contracted    | 873,091              | 20.90%      | 880,355             | 22.39%      |
| Medical supplies and equipment      | 257,145              | 6.16%       | 188,290             | 4.79%       |
| Office supplies and expenses        | 170,297              | 4.08%       | 161,275             | 4.10%       |
| Occupancy                           | 135,635              | 3.25%       | 157,664             | 4.01%       |
| Other operating and administrative  | 69,587               | 1.67%       | 73,893              | 1.88%       |
| Transportation                      | 58,709               | 1.41%       | 63,018              | 1.60%       |
| Depreciation                        | 38,300               | 0.92%       | 34,595              | 0.88%       |
| Provision for bad debts             | 14,606               | 0.35%       | 30,423              | 0.77%       |
| Fundraising expenses                | 6,769                | 0.16%       | 3,650               | 0.09%       |
|                                     | <u>\$ 4,176,616</u>  | <u>100%</u> | <u>\$ 3,931,403</u> | <u>100%</u> |
| <b>Unrestricted Net Assets</b>      | <u>\$ 4,731,554</u>  |             | <u>\$ 4,144,030</u> |             |
| <b>Number of Months Expenses in</b> |                      |             |                     |             |
| <b>Unrestricted Net Assets</b>      | <u>13.59</u>         |             | <u>12.65</u>        |             |

420 VETERAN'S GUIDANCE SUPPLIES

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Director of Veterans Affairs is directly responsible for the knowledge of laws, benefits and rights from the federal and state governments available to veterans and their dependents. The Director interviews veterans to determine initial and continuing eligibility for benefits: conducts investigations to verify information and evaluates eligibility for benefits. He prepares and files applications for benefits with appropriate local, state or federal agencies; provides information and answers inquiries regarding veterans benefits, and interprets laws and regulations to veterans and eligible dependents. In addition, the Director prepares and files appeals of decisions denying benefits as required; makes referrals to other local, state or federal agencies offering specialized services, administers as the local Chairman for the State Soldiers, Sailors & Marine Fund. The Director speaks before interested groups on laws relating to veteran benefits; prepares reports, budgets and maintains office files and case folders. In the last 20 years, the Veterans Affairs Office has served 5,264 veterans and 11,845 family members.

BUDGET COMMENTARY

Budget amount is the same as prior year

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

| 420 VETERAN'S GUIDANCE SUPPLIES        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01420 0000 VETERAN'S GUIDANCE SUPPLIES | 120                 | 60                  | 250                            | 250                              | 250              | 250                               |                                    |                                   |
| TOTAL VETERAN'S GUIDANCE SUPPLIES      | 120                 | 60                  | 250                            | 250                              | 250              | 250                               | -                                  | -                                 |

|  |  |  |  |
|--|--|--|--|
| VETERAN'S GUIDANCE SUPPLIES - BUDGET JUSTIFICATION |  |  |  |
|--|--|--|--|

| Account                                | Department<br>Budget<br>Request | Justification<br>Item(s) / Description | Itemized<br>Budgeted<br>Amount |
|--|---------------------------------|--|--------------------------------|
| 01420 0000 VETERAN'S GUIDANCE SUPPLIES | 250                             | AGENCY CONTRIBUTION                    | 250                            |
|  |                                 |  | 250                            |

425 N.W. REGIONAL MENTAL BOARD

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

- The Northwest Regional Mental Health Board, Inc., in concert with Mental Health Councils 20, 21, and 22, has the responsibility of planning for needed mental health services and evaluating mental health programs. The Board and Councils are citizen advisory groups which advocate for needed funding, make recommendations as to how funds should be spent, advocate for policies and legislation which are needed by persons with mental illness and their families, evaluate local programs funded by the Department of Mental Health and Addiction Services to be sure the programs are meeting the local needs and are effective, and provide educational information to the public about mental illness.
- Newtown is a member of the Housatonic Mental Health Council 21.
- Funds are requested from all 43 towns of Northwest Connecticut based on .11 cents per capita, utilizing the CT Department of Public Health 2009 Population Estimates figure. Funds are used to support operating costs, particularly salaries of 2.5 FTE staff - one executive director, a part-time professional evaluation coordinator, and an administrative assistant - who work with over 100 volunteers.

BUDGET COMMENTARY

- Our budget request has remained (relatively) the same as the prior year.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

See attached



| 425 N.W. REGIONAL MENTAL BOARD           | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |  |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|--|
|  |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |  |
| 01425 0000 N.W. REGIONAL MENTAL BD ALLOC | 2,974               | 2,947               | 2,941                          | 2,941                            | 2,953            | 2,953                             |                                    |                                   |  |
| TOTAL N.W. REGIONAL MENTAL BOARD         | 2,974               | 2,947               | 2,941                          | 2,941                            | 2,953            | 2,953                             | -                                  | -                                 |  |

# N.W. REGIONAL MENTAL HEALTH BOARD - BUDGET JUSTIFICATION

| Account                                  | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount          |
|--|---------------------------|---|-----------------------------------|
| 01425 0000 N.W. REGIONAL MENTAL BD ALLOC | 2,953                     | <p>THE REQUEST IS BASED ON 11 CENTS PER CAPITA FOR 26,842 NEWTOWN RESIDENTS REPORTED IN THE CT DEPARTMENT OF PUBLIC HEALTH 2009 POPULATION ESTIMATES.</p> <p>THIS RATE HAS REMAINED UNCHANGED FOR MANY YEARS. THE INCREASE IN POPULATION RESULTED IN AN INCREASE IN OUR REQUEST OF \$12 OVER LAST YEAR'S REQUEST OF \$2,941.</p> <p>WE DEEPLY APPRECIATE THE CONTINUED SUPPORT OF THE TOWN OF NEWTOWN</p> | <div>2,953</div> <div>2,953</div> |

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## NORTHWEST REGIONAL MENTAL HEALTH BOARD, INC.

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Central Naugatuck Valley Catchment Area Council #20  
Housatonic Mental Health Catchment Area Council #21  
Northwest Mental Health Catchment Area Council #22

969 WEST MAIN ST., Suite 1B  
WATERBURY, CONNECTICUT 06708  
TEL./FAX (203) 757-9603  
[nwrmhb@snet.net](mailto:nwrmhb@snet.net) website: [www.nwrmhb.org](http://www.nwrmhb.org)

December 17, 2010

The Honorable Patricia Llodra  
First Selectman  
Newtown Municipal Center  
3 Primrose Street  
Newtown, CT 06470

Dear Ms. Llodra:

**RE: FY 2011-2012**

On behalf of the Northwest Regional Mental Health Board, we would like to request that your town contribute \$.11 cents per capita to our organization. This rate has remained unchanged for many years. For Fiscal Year 2011, our request is **\$2,953**. (This is based on the CT Department of Public Health 2009 Population Estimates figure of 26,842 residents.) The contribution requested has gone up \$12.00 in accordance with reported population changes. Last year, our request was for \$2,941, and your town was able to contribute \$2,941. We recognize the fiscal challenges facing all of our communities, and we deeply appreciate your continued support.

The Northwest Regional Mental Health Board and its Mental Health Councils #20, #21, and #22 were created by state statutes in 1972 as citizen advisory groups to the Department of Mental Health and Addiction Services. These groups are responsible by state statutes to plan for needed mental health services and to evaluate local mental health programs. The Board and Councils:

- Advocate for needed funding
- Make recommendations as to how funds should be spent
- Advocate for policies and legislation which are beneficial to persons with mental illness and their families
- Evaluate local programs for quality and effectiveness, and to make sure the programs are meeting the needs
- Provide educational information to the public about mental illness

The membership of the Board and the Councils are volunteers who are consumers appointed by their towns, and elected members who are consumers or mental health professionals. There is a full-time Executive Director, a part-time professional evaluation coordinator, and an administrative assistant (total 2.5 FTE), who work with over 150 volunteers in the 43 towns of the region.

Your town contribution supports the operating costs of the Northwest Regional Mental Health Board, including personnel, fringe, rent, utilities, administrative support, and community education.

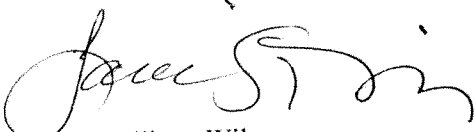
December 17, 2010  
RE: FY 2011-2012  
Page 2

We endeavor to spread the costs equitably among all the towns that benefit from our services by requesting financial support from every town.

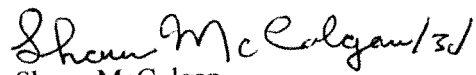
Please do not hesitate to contact the Executive Director, Janine Sullivan-Wiley, or James Smith, your town-appointee, if you have any questions or if you would like any assistance with a mental health issue in your town.

Thank you.

Sincerely,



Janine Sullivan-Wiley  
Executive Director



Shaun McColgan  
Chair of the Housatonic Mental  
Health Council #21

JSW:SM:jd

Enclosures

cc: ✓ James J. Smith, Newtown Town-Appointee  
Finance Director  
Finance Board Chair

## 428 DANB REG CHILD ADVOCACY CENTER

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Since 1976, the Danbury Regional Child Advocacy Center, Inc., (DRCAC) has been providing prevention services to families at risk of child abuse and neglect. From July, 2009 to June, 2010, 39 clients in Newtown benefited from the following programs:

- Family Enrichment Service: weekly, one-to-one, home visiting services provided by trained para-professionals; two Family Enrichment Specialists are assigned to Intensive Home-Based Therapy Teams. \*\* This program was previously identified as the Parent Aide Program

• Teams:

- Child Protection Teams develop and implement coordinated services for individual families
- Multi-disciplinary Investigation Teams (MIT) convene to improve the investigation, intervention and prosecution of child sexual abuse and serious physical abuse and neglect while minimizing secondary trauma to the child.
- COPEs (Communication of Parent Effectiveness Skills); provides education and support through weekly Parent/Infant/Toddler groups, offered in English and in Spanish.
- Community Education: presents to community groups and provides in-service training for professionals about child abuse.
- Parent Net: Evening classes provide parenting information and skills in collaboration with Danbury schools, courts and DCF.
- Volunteer Mentor Program:
  - One-to one parent mentors serve as role models, providing support, advocacy and reinforcement of previous learning for families no longer receiving intensive services.
- Grandparent As Parents Support Groups (GAPS) meet weekly with trained and supervised co-facilitators to provide information, support and advocacy; child care is provided when requested

Additionally, Newtown residents serve the Advocacy Center in the following capacities: 5 Board members are residents of Newtown and 2 Volunteer Mentors are residents of Newtown. The MIT Program provides great benefit to the work of the Newtown Police Department; Captain Mike Kehoe sits on the MIT Advisory Board. We appreciate your continued support of the partnership between the Town of Newtown and the Child Advocacy Center, and encourage you to contact us for further information.

### BUDGET COMMENTARY

2011 budget projects an increase in expenses from the '10 Budget. We anticipate a decrease in revenue from public sources. Individual contributions and some foundation sources are expected to remain at current levels. In addition, the Board of Directors is focusing all efforts on increased fundraising opportunities.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

|                               | '10 Accomplishments |                | '10 -'11 Goals |                |
|-------------------------------|---------------------|----------------|----------------|----------------|
|                               | Total               | Newtown        | Total          | Newtown        |
|                               | Clients served      | Clients Served | Clients Served | Clients Served |
| Family Enrichment Service     | 517                 | 26             | 570            | 16             |
| Teams Program                 | 179                 | 5              | 200            | 8              |
| COPEs Program                 | 79                  | 0              | 85             | 4              |
| ParentNet Program             | 172                 | 1              | 175            | 4              |
| Volunteer Mentor Program/GAPS | 42                  | 5              | 90             | 4              |
|                               |                     |                |                | 177            |

| -----<br>428 DANB REG CHILD ADVOCACY CENTER<br>----- | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01428 0000 DANB REG CHILD ADVOCACY CENTER            | 2,750               | 2,750               | 2,750                          | 2,750                            | 2,750            | 2,750                             |                                    |                                   |
| TOTAL DANB REG CHILD ADVOCACY CENTER                 | 2,750               | 2,750               | 2,750                          | 2,750                            | 2,750            | 2,750                             | -                                  | -                                 |

# DANBURY REGIONAL CHILD ADVOCACY CENTER - BUDGET JUSTIFICATION

| Account                                 | Department<br>Budget<br>Request | Justification   | Itemized<br>Budgeted<br>Amount |
|---|---------------------------------|---|--------------------------------|
| 01428 0000 DANB REG CHILD ADVOCACY CENT | 2,750                           | <p>AGENCY REQUEST</p> <p><u>TOTAL AGENCY EXPENDITURES:</u></p> <p>Salaries 441,328</p> <p>Payroll Taxes &amp; Fringe benefits 96,905</p> <p>Capital Expenditures 1,000</p> <p>Community relations 1,000</p> <p>Contract services 27,861</p> <p>Daniels Memorial Award (a) 0</p> <p>Depreciation expense (b) 0</p> <p>Dues &amp; subscriptions 1,000</p> <p>Insurance - Business 5,500</p> <p>Insurance - Professional liability 1,075</p> <p>Lease exp - Equipment 2,064</p> <p>Leir Client Assistance Fund 4,000</p> <p>Parking 2,935</p> <p>Payroll processing 2,200</p> <p>Postage 1,750</p> <p>Printing 3,500</p> <p>Professional services - Program 15,000</p> <p>Rent - Office 15,000</p> <p>Rent - Program 9,000</p> <p>Repair &amp; maintenance - equipment 3,000</p> <p>Repair &amp; maintenance - office 1,000</p> <p>Staff Development 4,000</p> <p>Staff Travel 15,000</p> <p>Supplies 21,675</p> <p>Telephone 5,656</p> <p>Utilities 5,500</p> <p><u>686,949</u></p> <p>Restricted</p> <p>Depreciation</p> | 2,750                          |
|   |                                 |   | 2,750                          |

429 WOMEN'S CENTER OF DANBURY

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Women's Center's mission is to provide free & confidential services to prevent or lessen the trauma associated with domestic violence, sexual assault and other major life crises. Services are provided to adults and children through our 3 major programs: Domestic Violence Services, Sexual Assault Services & Resource Services and include: Crisis intervention, including two 24/7 hotlines for domestic violence and sexual assault, police & hospital site responses & walk-ins at our 2 West Street facility; Elizabeth House, our 13-bed emergency shelter for women & child victims of domestic violence/sexual assault (men are sheltered in separate location); Individual & support group counseling; Individual & system advocacy; Primary prevention, education & training programs for area residents from pre-school age through senior citizens, civil, social, religious organizations & area businesses, law enforcement, health care, & other professionals; info & referral for a wide range of area services.

BUDGET COMMENTARY

Given the challenges facing towns as well as the non-profit sector, we respectfully request the same amount of funding that we received last year: \$10,000.

We are grateful to residents, organizations and businesses of Newtown who are supportive of our efforts: many sponsor and/or participate in our annual "Community United Against Domestic Violence" walk, our "Hearts of Hope" annual breakfast, as well as our signature fundraising event "Shelter From the Storm" held each spring. The Newtown Woman's Club, TR Paul, Dental Associates, the schools and others have, and continue to provide much appreciated support to our efforts of "working to end the violence".

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

During the 2010 fiscal year, the Women's Center provided services to a total of 19,679 adults and children, including 1,466 Newtown residents. Direct service staff & volunteers provided 12,120 counseling sessions and responded to 1,637 hotline calls. Our Community Education staff provided a total of 835 education and primary prevention programs including : 570 to area schools, 183 professional trainings and 82 community presentations. Elizabeth House sheltered a total of 98 women and their children.

Our goals for 2011-2012, include:

- Continue to provide our specialized, critically needed services to area residents, including a minimum of 1,400 Newtown residents
- Provide a minimum of 700 primary prevention, education & training programs to area residents, including at least 11,000 children
- Respond to a minimum of 1,400 hotline calls, and provide at least 12,000 counseling sessions for adults and children.



| 429 WOMEN'S CENTER OF DANBURY        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01429 0000 WOMEN'S CENTER OF DANBURY | 10,000              | 10,000              | 10,000                         | 10,000                           | 10,000           | 10,000                            |                                    |                                   |
| TOTAL WOMEN'S CENTER OF DANBURY      | 10,000              | 10,000              | 10,000                         | 10,000                           | 10,000           | 10,000                            | -                                  | -                                 |

**WOMEN'S CENTER OF DANBURY - BUDGET JUSTIFICATION**

| Account                              | Department Budget Request | Justification<br>Item(s) / Description | Itemized Budgeted Amount |
|--------------------------------------|---------------------------|--|--------------------------|
| 01429 0000 WOMEN'S CENTER OF DANBURY | 10,000                    | AGENCY REQUEST                         | 10,000                   |
|                                      |                           |  | 10,000                   |



October 25, 2010

Robert G. Tait  
Financial Director  
Town of Newtown  
Edmond Town Hall  
45 Main Street  
Newtown, CT 06470

Dear Mr. Tait:

The Women's Center of Greater Danbury, Inc. respectfully requests a grant of \$10,000 from the Town of Newtown for fiscal year 2011-2012.

Since 1975 the Women's Center has been providing a safe and supportive place for all that have turned to us for assistance. Our free and confidential services include: crisis intervention, emergency shelter for victims of domestic violence, counseling, advocacy, as well as comprehensive community education and prevention programs. We are the only agency throughout the Greater Danbury area providing these state certified, victim services.

During the past fiscal year, a total of 1,466 Newtown residents received services provided through our three major programs: Domestic Violence Services, Sexual Assault Services and Resource Services, including our comprehensive community education and prevention programs, so critical in terms of breaking the cycle of violence

We are grateful for your past support and hope that you grant us our requested increased allocation of \$10,000 so that together we can continue "working to end the violence."

Should you have any questions or require additional information, please feel free to contact me at 731-5200.

Sincerely,

Patricia A. Zachman, M.Ed.  
Executive Director

431 ABILITY BEYOND DISABILITY

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Ability Beyond Disability's mission truly sums up the goal of all of the programs we offer. " To enable individuals whose independent living skills are impaired by disability, illness or injury to achieve and maintain self-reliance, fulfillment and comfort at home, at work and in the community, by providing the best comprehensive home, health and rehabilitative services". That is the goal of all of the services we provide, from employment services which aids consumers in preparing, obtaining and maintaining employment, to residential services for those unable to live without assistance to providing just enough supports to enable individuals to live in their own apartments with only the supports they need, fostering their independence and building those skills that will facilitate them living entirely independently.

BUDGET COMMENTARY

Agency has not been included in the 2011-2012 budget because it did not answer a Town memo requesting information on how the organization assists or helps Newtown (directly or indirectly).

The 2010-2011 contribution was reduced by 10% because of the above.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

| -----<br><b>431 ABILITY BEYOND DISABILITY</b><br>----- |  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |
|--|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |  |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01431 0000 ABILITY BEYOND DISABILITY                   |  | 4,500               | 4,500               | 4,500                          | 4,050                            | -                | -                                 |                                    |                                   |
| TOTAL ABILITY BEYOND DISABILITY                        |  | 4,500               | 4,500               | 4,500                          | 4,050                            | -                | -                                 | -                                  | -                                 |

# ABILITY BEYOND DISABILITY - BUDGET JUSTIFICATION

| Account                              | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount |
|--------------------------------------|---------------------------|---|--------------------------|
| 01431 0000 ABILITY BEYOND DISABILITY | -                         | <p>Funding will aid in the continuance of the following programs:</p> <ul style="list-style-type: none"> <li>Residential Services</li> <li>Employment Resources (career development/work placement)</li> <li>Day Programs</li> </ul> <p>3,000<br/>500<br/>1,000</p> <p>THIS ORGANIZATION DID NOT RESPOND TO THE TOWN MEMO REQUESTING DOCUMENTATION (FROM ALL AGENCIES) ON HOW NEWTOWN IS ASSISTED BY THE ORGANIZATIONS SERVICES. ASSISTANCE DOES NOT HAVE TO BE DIRECT, IT COULD BE INDIRECT.</p> | -                        |

433 NEWTOWN YOUTH & FAMILY SERVICES

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

NYFS is a licensed, non-profit, mental health clinic and youth service bureau. We provide outpatient individual, couple and family counseling and substance abuse treatment services. In addition we offer prevention initiatives, after school, evening and weekend programs and support groups to promote individual and community wellness.

For more nearly 30 years, we have offered specialized programs and services to individuals of all ages regardless of ability to pay. NYFS The Behavioral Health Program provides a full range of clinical programs and services including individual psychotherapy; crisis intervention; psychiatric evaluations; medication management; substance abuse recovery services; support groups; case management services; information and referral; educational and family life workshops. NYFS Positive Asset development programs reach multiple segments of the Newtown community.

BUDGET COMMENTARY

NYFS respectfully asks that the Town of Newtown continue our funding at \$265,600. Last year the agency provided more than 11,000 hours of counseling and support services. We provide these services efficiently. For the 2009-2010 fiscal year, NYFS spent only 12.3% on management and general expenses. We use your money wisely and in direct service of our clients.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

NYFS has been accredited by the Council on Accreditation as a family service agency. NYFS is now one of only two organizations in the State of Connecticut who is licensed by the Department of Children & Families as an Outpatient Psychiatric Clinic for Children and by the Department of Public Health as a Psychiatric Outpatient Clinic for Adults and as a Facility for the Care or Treatment of Substance Abusive or Dependent Persons, a designated Youth Service Bureau and accredited by the Council on Accreditation. NYFS plans to continue to decrease overhead costs while increasing quality of services. NYFS will be conducting a needs assessment to ascertain what services can be discontinued and what services should be implemented for the community.

| 433 NEWTOWN YOUTH & FAMILY SERVICES | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                     |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01433 0000 FAMILY COUNSELING CENTER | 270,000             | 256,500             | 265,600                        | 265,600                          | 265,600          | 265,600                           |                                    |                                   |
| TOTAL NEWTOWN YOUTH & FAMILY SVS    | 270,000             | 256,500             | 265,600                        | 265,600                          | 265,600          | 265,600                           | -                                  | -                                 |



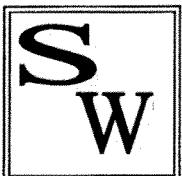
# **NEWTOWN YOUTH SERVICES - BUDGET JUSTIFICATION**

| Account                           | Department Budget Request | Justification<br>Item(s) / Description   | Itemized Budgeted Amount                        |
|-----------------------------------|---------------------------|--|---|
| 01427 0000 NEWTOWN YOUTH SERVICES | 265,600                   | ADULT SUPPORT GROUPS<br>UNDER 18 SUPPORT GROUPS<br>CLINICAL - BEHAVIORAL HEALTH TREATMENT - INDIVIDUAL (INCL. SUSBSTANCE ABUSE)<br>POSITIVE YOUTH DEVELOPMENT PROGRAMS<br>ADMINISTRATION | 15,000<br>55,000<br>100,000<br>53,000<br>42,600 |
|                                   |                           |  | 265,600   |

Newtown Youth and Family Services, Inc.

Audited Financial Statements with Report  
of Independent Certified Public Accountants

Year Ended June 30, 2010



**STUDLEY, WHITE & ASSOCIATES, P.C.**  
**C E R T I F I E D   P U B L I C   A C C O U N T A N T S**

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Financial Statements**  
**June 30, 2010**

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**STUDLEY, WHITE & ASSOCIATES, P.C.**

**C E R T I F I E D P U B L I C A C C O U N T A N T S**

Donald T. Studley, C.P.A.  
Brian C. White, C.P.A.

September 1, 2010

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

To The Board of Directors  
Newtown Youth and Family Services, Inc.

We have audited the accompanying statements of financial position of Newtown Youth and Family Services, Inc. (a Connecticut not-for-profit organization) as of June 30, 2010 and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of Newtown Youth and Family Services, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Newtown Youth and Family Services, Inc. as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Studley White & Associates P.C.*  
STUDLEY, WHITE & ASSOCIATES, P.C.

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Statement of Financial Position**  
**For the Year Ended June 30, 2010**

**Assets**

|   |                   |
|---|-------------------|
| Cash and cash equivalents   | \$ 18,373         |
| Investments   | 10,504            |
| Accounts receivable, net of allowance for uncollectible<br>amounts of \$7,439 | 23,656            |
| Grants receivable   | 23,150            |
| Prepaid expenses and other  | 28,657            |
| Furniture and equipment, at cost less accumulated<br>depreciation of \$54,382 | 29,979            |
| Total Assets  | <u>\$ 134,319</u> |

**Liabilities and Net Assets**

Liabilities:

|                                       |               |
|---------------------------------------|---------------|
| Accounts payable and accrued expenses | \$ 14,569     |
| Payroll liabilities                   | 10,152        |
| Total Liabilities                     | <u>24,721</u> |

Net Assets:

|                                  |                   |
|----------------------------------|-------------------|
| Unrestricted                     | 89,168            |
| Permanently restricted           | 20,430            |
| Total Net Assets                 | <u>109,598</u>    |
| Total Liabilities and Net Assets | <u>\$ 134,319</u> |

See accompanying notes to financial statements.

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Statement of Activities**  
**For the Year Ended June 30, 2010**

|  | <u>Unrestricted</u> | <u>Permanently<br/>Restricted</u> | <u>Total</u>      |
|--|---------------------|-----------------------------------|-------------------|
| <b>Public Support and Revenue</b>                |                     |                                   |                   |
| <u>Public Support</u>                            |                     |                                   |                   |
| Grants   | \$ 624,582          | \$ -                              | \$ 624,582        |
| United Way                                       | 18,318              | -                                 | 18,318            |
| Fundraising events, net                          | 49,206              | -                                 | 49,206            |
| Contributions                                    | 41,605              | 4,638                             | 46,243            |
|  | <u>733,711</u>      | <u>4,638</u>                      | <u>738,349</u>    |
| <u>Revenue</u>                                   |                     |                                   |                   |
| Service fees and other                           | 209,052             | -                                 | 209,052           |
| Interest income                                  | 826                 | 200                               | 1,026             |
|  | <u>209,878</u>      | <u>200</u>                        | <u>210,078</u>    |
| <b>Total Public Support<br/>and Revenue</b>      | <u>209,878</u>      | <u>200</u>                        | <u>210,078</u>    |
| <b>Net Assets Released from<br/>Restrictions</b> | <u>943,589</u>      | <u>4,838</u>                      | <u>948,427</u>    |
| <b>Expenses</b>                                  |                     |                                   |                   |
| Program services and events                      | 843,243             | -                                 | 843,243           |
| Management and general                           | 121,314             | -                                 | 121,314           |
| Fundraising                                      | 19,168              | -                                 | 19,168            |
|  | <u>983,725</u>      | <u>-</u>                          | <u>983,725</u>    |
| <b>Total Expenses</b>                            | <u>983,725</u>      | <u>-</u>                          | <u>983,725</u>    |
| Changes in net assets                            | (40,136)            | 4,838                             | (35,298)          |
| <b>Net Assets - beginning of year</b>            | <u>129,304</u>      | <u>15,592</u>                     | <u>144,896</u>    |
| <b>Net Assets - end of year</b>                  | <u>\$ 89,168</u>    | <u>\$ 20,430</u>                  | <u>\$ 109,598</u> |

See accompanying notes to financial statements.

# NEWTOWN YOUTH AND FAMILY SERVICES, INC.

## Statement of Functional Expenses

For the Year Ended June 30, 2010

|   | Behavioural<br>Health<br>Services | Positive<br>Youth<br>Development | Total<br>Program | Management<br>and<br>General | Fundraising | Total      |
|---|-----------------------------------|----------------------------------|------------------|------------------------------|-------------|------------|
| Directors and grant salaries            | \$ 111,867                        | \$ 106,522                       | \$ 218,389       | \$ 58,367                    | \$ 8,157    | \$ 284,913 |
| Office salaries                         | 44,655                            | 61,584                           | 106,239          | 21,864                       | 5,895       | 133,998    |
| Counselor's salaries                    | 134,552                           | -                                | 134,552          | -                            | -           | 134,552    |
| Employee health benefits                | 30,182                            | 18,468                           | 48,650           | 13,345                       | -           | 61,995     |
| Payroll taxes                           | 28,337                            | 16,348                           | 44,685           | 7,283                        | 1,981       | 53,949     |
| Total salaries and related expenses     | 349,593                           | 202,922                          | 552,515          | 100,859                      | 16,033      | 669,407    |
| Psychiatrist's fees                     | 1,050                             | -                                | 1,050            | -                            | -           | 1,050      |
| Professional fees and contract services | 10,009                            | 6,449                            | 16,458           | 1,798                        | -           | 18,256     |
| Program supplies and expenses           | 4,165                             | 64,745                           | 68,910           | 445                          | 117         | 69,472     |
| Occupancy                               | 62,048                            | 83,542                           | 145,590          | 8,733                        | -           | 154,323    |
| Telephone and telecommunications        | 3,418                             | 1,055                            | 4,473            | 753                          | -           | 5,226      |
| Internal and website                    | 3,728                             | 3,499                            | 7,227            | 297                          | -           | 7,524      |
| Licenses, dues and subscriptions        | 5,410                             | 5,746                            | 11,156           | 29                           | 25          | 11,210     |
| Equipment rental and maintenance        | 2,172                             | 6,142                            | 8,314            | 375                          | -           | 8,689      |
| Printing and publications               | 476                               | 315                              | 791              | -                            | -           | 791        |
| Postage                                 | 1,016                             | 1,280                            | 2,296            | 31                           | 480         | 2,807      |
| Insurance                               | 3,328                             | 3,658                            | 6,986            | 2,844                        | -           | 9,830      |
| Travel and meetings                     | 456                               | 892                              | 1,348            | 868                          | 23          | 2,239      |
| Staff development                       | 933                               | 834                              | 1,767            | 2,165                        | 27          | 3,959      |
| Advertising and public relations        | 325                               | 277                              | 602              | 198                          | -           | 800        |
| Miscellaneous expenses                  | 120                               | 612                              | 732              | 718                          | 2,217       | 3,667      |
| Total expenses before depreciation      | 448,247                           | 381,968                          | 830,215          | 120,113                      | 18,922      | 969,250    |
| Depreciation                            | 4,922                             | 8,106                            | 13,028           | 1,201                        | 246         | 14,475     |
| Total Expenses                          | \$ 453,169                        | \$ 390,074                       | \$ 843,243       | \$ 121,314                   | \$ 19,168   | \$ 983,725 |

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**

**Statement of Cash Flows  
For the Year Ended June 30, 2010**

**Cash flows from operating activities:**

|   |                 |
|---|-----------------|
| Change in net assets  | \$ (35,298)     |
| Adjustments to reconcile decrease in net assets to net cash used in operating activities: |                 |
| Depreciation  | 14,475          |
| (Increase) decrease in grants receivable  | 24,005          |
| (Increase) decrease in accounts receivable  | 2,975           |
| Decrease (increase) in prepaid expenses   | 980             |
| Increase (decrease) in accounts payable   | (24,350)        |
| (Decrease) increase in payroll liabilities  | (18,640)        |
| (Decrease) increase in deferred revenues  | <u>(38,435)</u> |
| Net cash used in operating activities   | <u>(74,288)</u> |

**Cash flows from investing activities:**

|   |                         |
|---|-------------------------|
| Purchase or receipt of equipment                    | (2,999)                 |
| Interest earned on investments                      | 1,026                   |
| Liquidation of investments                          | <u>60,858</u>           |
| Net cash provided by (used in) investing activities | <u>58,885</u>           |
| <b>Net decrease in cash and cash equivalents</b>    | <b>(15,403)</b>         |
| <b>Cash at beginning of year</b>                    | <u><b>33,776</b></u>    |
| <b>Cash at end of year</b>                          | <u><b>\$ 18,373</b></u> |

See accompanying notes to financial statements.



**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 1 - Nature of the Entity**

Newtown Youth and Family Services, Inc. ("NYFS") is not-for-profit organization established on July 1, 2007 through a merger between Newtown Youth Services, Inc. and Family Counseling Center. Its mission as a state licenses, non-profit, behavioral health clinic and youth service bureau is to serve the community's youth and families through counseling, support groups, education and referral services, regardless of ability to pay. NYFS is funded through local, state and federal government agencies, and the United Way, behavioral health counseling revenues, as well as private contributions and fundraising NYFS' major programs are Youth and Family Counseling and Positive Youth Development. Program costs have been allocated to these programs, as well as administrative costs and fundraising.

NYFS is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Management is not aware of any course of action or series of events that have occurred that might adversely affect the organization's exempt status.

**Note 2 - Significant Accounting Policies**

***Basis of Presentation***

The Organization's financial statements are presented in conformity with accounting principles generally accepted in the United States of America (GAAP). The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

As a not-for-profit corporation, the Organization's net assets are classified as unrestricted, temporarily restricted or permanently restricted based upon the existence or absence of donor-imposed restrictions limiting the use of the contributed assets as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed restrictions that either expire by the passage of time or can be fulfilled or otherwise removed by actions of the organization.

Permanently restricted net assets - Net assets subject to donor-imposed restrictions that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the organization.

The Organization has received contributions (non-reciprocal transfers) from donors that are subject to donor imposed restrictions. Accordingly, these net assets are reported as temporarily and permanently restricted net assets. All remaining net assets are reported as unrestricted net assets.

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 2 - Significant Accounting Policies (Continued)**

***Revenue Recognition***

NYFS receives substantially its entire grant and contract revenue from federal and state agencies, and the Town of Newtown. NYFS recognizes grant and contract revenue either on a pro-rata basis over a 12-month period, which represents the service period for certain grants and contracts, or to the extent of expenses. Revenue recognition depends on the contract. Any of the funding sources may, at this discretion, request reimbursement for expenses or return of funds, or both, as a result of non-compliance by NYFS with the terms of the grants/contracts.

NYFS records grant/contract revenue received in advanced as deferred until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

***Functional Expenses***

NYFS allocates its expenses on a functional basis among its various program and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Expenses that are common to several functions have been allocated based on management's estimate of the actual activities of the organization.

***Cash and Cash Equivalents***

NYFS maintains its cash deposits at various financial institutions. Cash and cash equivalents are deposits with a maturity of three months or less, when purchased. From time to time balances on deposit may exceed the Federal Deposit Insurance Corporation (FDIC) insured limits. NYFS has not experienced any losses on such deposits and believes that it is not exposed to any significant credit risk on these balances because of the credit worthiness of the financial institution.

***Investments***

Investments consist of certificates of deposit with local financial institutions that have a maturity of greater than three months, when purchased. Investments are measured at fair value in the statement of financial position, and investment income is included in the statement of activities as increases in unrestricted net assets.

***Grants Receivable***

Grants receivable are stated at the amount management expects to collect from outstanding balances. If necessary, management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual receivables from grants and contracts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to the applicable receivable. All amounts were deemed collectable at year-end.

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 2 - Significant Accounting Policies (Continued)**

***Furniture, Equipment and Depreciation***

Additions and betterments with a cost greater than \$500 and a useful life greater than 1 year are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Donated equipment is capitalized at its estimated fair market value. Contributions of cash that were received to acquire property and equipment are reported as restricted contributions. Equipment is depreciated using the straight line method over the estimated useful life of the asset, generally 4-7 years for office furniture and equipment.

***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***Concentration of Credit and Market Risk***

Financial instruments that potentially expose NYFS to concentrations of credit and market risk consist primarily of cash, investments and receivables. Cash is maintained at high-quality financial institutions and credit exposure is limited to any one institution. NYFS' investments do not represent significant concentrations of market risk inasmuch as NYFS' investments are restricted to certificates of deposits at high-quality financial institutions.

***Recent Accounting Pronouncements***

In June 2009, the Financial Accounting Standards Board (FASB) approved the FASB Accounting Standards Codification (Codification) as the single source of authoritative nongovernmental U.S. Generally Accepted Accounting Principles (U.S. GAAP). The Codification does not change current U.S. GAAP but is intended to simplify user access to all authoritative U.S. GAAP by providing all the authoritative literature related to a particular topic in one place. All existing accounting standard documents were superseded and all other accounting literature not included in the Codification is considered nonauthoritative. The Codification was effective for interim and annual periods ending after September 15, 2009. The Codification did not have an impact on the NYFS's financial statements.

In May 2009, the FASB issued guidance establishing general standards of accounting for and disclosure of subsequent events, which are events occurring after the year end reporting date but before the date the financial statements are issued or available to be issued. This guidance also requires entities to disclose the date through which subsequent events have been evaluated. The NYFS adopted the provisions of this guidance for the year ending June 30, 2010 and the effect is disclosed in Note 11.

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

**Note 3 – Furniture and Equipment**

Furniture and equipment consists of the following at June 30:

|                                 | <b>2010</b>      |
|---------------------------------|------------------|
| Leasdehold improvements         | \$ 29,576        |
| Furniture and equipment         | 46,159           |
| Donated furniture and equipment | 8,626            |
|                                 | <u>84,361</u>    |
| Accumulated depreciation        | (54,382)         |
|                                 | <u>\$ 29,979</u> |

**Note 4 - Employee Retirement Plan**

In July 1996, an employee savings plan was established by Newtown Youth Services, Inc., under Section 403(b) of the Internal Revenue Code, for all eligible employees. All eligible employees of NYFS may contribute a percentage of their salary towards the plan. Employer contributions to the plan are at the discretion of the Board of Directors. There were no contributions authorized or made to the plan by NYFS for the years ended June 30, 2010 and 2009.

**Note 5 – Fundraising Events**

During the year NYFS participated in several fundraising events in order to fund the services provided to the community's youth and families. These fundraising efforts include programs that involve the community's youth and families and with the citizens of Newtown, as well as direct campaigns to solicit contributions from the community. Revenues are included as Fundraising Events in the Statement of Activities and direct expenses are included as supplies and event costs within Program services and events and Fundraising in the Statements of Activities and Functional Expenses. A summary of the income and expenses resutling from the more significant fundraising events is as follows:

|                  | <b>June 30, 2010</b>      |                            |                              |
|------------------|---------------------------|----------------------------|------------------------------|
|                  | <b>Gross<br/>Revenues</b> | <b>Direct<br/>Expenses</b> | <b>New<br/>Income (Loss)</b> |
| Road race        | \$ 38,303                 | \$ 13,869                  | \$ 24,434                    |
| Holiday festival | 20,109                    | 5,169                      | 14,940                       |
| Other programs   | 8,884                     | 6,395                      | 2,489                        |
| Holday concert   | 18,315                    | 10,971                     | 7,344                        |
|                  | <u>\$ 85,611</u>          | <u>\$ 36,404</u>           | <u>\$ 49,207</u>             |

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 6- Contributed Materials**

In-kind contributions consist of food, water and print materials for the Road Race fundraising event, and donated items used for the Holiday Festival fundraising event. The estimated fair value of these donations was \$15,674 for the year ended June 30, 2010. These amounts have been reflected in fundraising activities revenue and expenses above.

Numerous volunteers have donated approximately 2,030 hours of time to the organization's fundraising, operations and program services. No amounts have been reflected in the financial statements and management has not computed an estimate of the fair value of those services.

**Note 7- Restricted Net Assets**

Permanently restricted net assets in the amount of \$20,428 are designated for the benefit of youths and families with special needs. These assets have donor restrictions imposed upon the use of the principal and interest earned. The use of the asset and any investment earnings is at the total discretion of the donor.

**Note 8- Line of Credit**

NYFS has a line credit available in the amount of \$50,000 with a local financial institution. The interest rate is variable based on the Wall Street Journal Prime rate plus 1.5%. The line is secured by a priority UCC security interest in the assets of NYFS. At June 30, 2010 the balance on the line of credit was \$0.

**Note 9 – Commitments**

***Facility and Equipment Leases***

NYFS leases office space in Newtown, Connecticut at 121 Mt. Pleasant Road for this Behavioral Health services. The lease for this space has expired and is currently being operated under a month-to-month arrangement. Minimum annual rental payments under this lease are \$48,000. As of August 1, 2009, NYFS entered into a three year lease for this location, including some additional space. The lease expires August 31, 2012.

NYFS also leases office space at 17 Church Hill Road for its administrative offices and Positive Youth Development programs. The lease agreement is for 5 years which commenced September 1, 2007 and ends September 31, 2012. Minimum annual rental payments under the lease are approximately \$78,000. Rental expense for office space was \$127,960 for the year ended June 30, 2010. Annual lease commitments are as follows:

|               |            |
|---------------|------------|
| June 30, 2011 | \$ 126,576 |
| 2012          | \$ 126,000 |
| 2013          | \$ 21,000  |

**NEWTOWN YOUTH AND FAMILY SERVICES, INC.**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 9 – Commitments (Continued)**

***Facility and Equipment Leases (Cont'd)***

NYFS leases office equipment under an operating lease arrangement for a period 60 months. The minimum annual rent under the lease agreement is \$8,340 until 2015. Annual rental expense for the equipment lease was \$4,833.

***Grant Commitments***

In January 2010, NYFS was awarded a Partnership for Success Grant from the Connecticut Department of Mental Health and Addiction Services. NYFS will be funded a total of \$320,000 over the next 4½ years. The grant purpose is to reduce the percentage of youth who report that they drank alcohol one or more days during the past 30 days and to reduce the number of youth who report they drank five or more drinks on the same occasion on at least one day in the past 30 days (binge drinking).

**Note 10 – Risks and Uncertainties**

NYFS has received grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for any expenditure disallowed under the terms of the grant. Based upon prior experience, management believes such disallowances, if any, will not be material.

At June 30, 2010, NYFS was named in a lawsuit for an injury that was sustained on the premises. In the opinion of management, there is no reason to believe that the organization will be liable for any injuries sustained. Management believes that the landlord is responsible.

**Note 11 – Subsequent Events**

The date at which events occurring after June 30, 2010 the date of the most recent balance sheet, have been evaluated for possible adjustment to the financial statements on disclosure is September 1, 2010, which is the date on which the financial statements were available to be issued.

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435 AMOS HOUSE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Amos House, inc. has operated as a transitional living program for 20 years and serves the needs of homeless families and individuals through the greater Danbury area. Amos House provides temporary living arrangements for the employable homeless for a period of up to 24 months. Participants of Amos House receive supportive services and individualized case management and guidance to help move toward self-sufficiency. Our goal is that participants in our program will develop and improve practical life skills to manage their own financial and personal needs. Some of the objectives of our program that will help to achieve these goals are to assist clients in resolving practical problems and or needs such as employment, budgeting, legal, medical, vocational/ educational issues, increasing the number of support systems and resolving shelter issues.

BUDGET COMMENTARY

Agency has not been included in the 2011-2012 budget because it did not answer a Town memo requesting information on how the organization assists or helps Newtown (directly or indirectly).

The 2010-2011 contribution was reduced by 10% because of the above.

PRIOR ACCOMPLISHMENTS & 2010 - 2011 GOALS

|                                   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-----------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01435 0000 AMOS HOUSE ALLOCATIONS | 3,300               | 3,300               | 3,300                          | 2,970                            | -                | -                                 |                                    |                                   |
| TOTAL AMOS HOUSE                  | 3,300               | 3,300               | 3,300                          | 2,970                            | -                | -                                 | -                                  | -                                 |



# AMOS HOUSE - BUDGET JUSTIFICATION

| Account                           | Department<br>Budget<br>Request | Justification   | Itemized<br>Budgeted<br>Amount |
|-----------------------------------|---------------------------------|---|--------------------------------|
| 01435 0000 AMOS HOUSE ALLOCATIONS | -                               | <p>AGENCY REQUEST</p> <p>THIS ORGANIZATION DID NOT RESPOND TO THE TOWN MEMO REQUESTING DOCUMENTATION (FROM ALL AGENCIES) ON HOW NEWTOWN IS ASSISTED BY THE ORGANIZATIONS SERVICES. ASSISTANCE DOES NOT HAVE TO BE DIRECT, IT COULD BE INDIRECT.</p> | -                              |

436 LITERACY VOLUNTEERS

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Literacy Volunteers have come a long way since our beginning, 30 years ago, but we still have a long way to go. Last fall we moved into the old Settle Insurance building, with real classrooms and a corp. of dedicated teachers, supplemented with patient and caring volunteer tutors. My dream of pushing the education envelope in the Danbury area, of doing more and asking more of everyone has been paying off for both the area and the students.

It has been working for the school too. Every day we attract better students, and talented instructors to teach and tutor them. Our system is highly intense, and highly personal. No one coasts. No one is invisible. In our small classrooms, with caring teachers and fellow students, no one just "gets by".

BUDGET COMMENTARY

Agency has not been included in the 2011-2012 budget because it did not answer a Town memo requesting information on how the organization assists or helps Newtown (directly or indirectly).

The 2010-2011 contribution was reduced by 10% because of the above

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Last year our volunteers contributed over 18,000 hours, teaching 700 adults to read, write and speak English. Among our volunteer staff and core students were many Newtown residents.

|   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |  |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|--|
|   |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |  |
| 01436 0000 LITERACY VOLUNTEERS ALLOCATI | 1,500               | 1,000               | 1,000                          | 900                              | -                | -                                 | -                                  | -                                 |  |
| TOTAL LITERACY VOLUNTEERS               | 1,500               | 1,000               | 1,000                          | 900                              | -                | -                                 | -                                  | -                                 |  |

**LITERACY VOLUTEERS - BUDGET JUSTIFICATION**

| Account                                 | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount |
|---|---------------------------|---|--------------------------|
| 01436 0000 LITERACY VOLUNTEERS ALLOCATI | -                         | <p>BUDGET REQUEST</p> <p>THIS ORGANIZATION DID NOT RESPOND TO THE TOWN MEMO REQUESTING DOCUMENTATION (FROM ALL AGENCIES) ON HOW NEWTOWN IS ASSISTED BY THE ORGANIZATIONS SERVICES. ASSISTANCE DOES NOT HAVE TO BE DIRECT, IT COULD BE INDIRECT.</p> | -                        |

**438 SHELTER OF THE CROSS**

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

We have a new logo and name of our program and residence of the Shelter of the Cross. Our new name is Renewal House.

We are committed to effectively addressing the problem of elderly homelessness in the Greater Danbury area. Here at the Shelter of the Cross, elderly homeless men and women have found a safe, stable transitional home. Since opening our doors in 1998, our shelter has served 66 men and women who have, subsequently, moved on to sustain permanent, independent living. Our program is non-denominational and privately funded. As such, we rely heavily on the assistance of the communities that we serve.

**BUDGET COMMENTARY**

Agency has not been included in the 2011-2012 budget because it did not answer a Town memo requesting information on how the organization assists or helps Newtown (directly or indirectly).

The 2010-2011 contribution was reduced by 10% because of the above

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

Our services are in great demand. We will continue to house Newtown residents and work with many of the businesses, churches and civic groups in your community.

|                                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | DEPT.<br>REQUEST | 2011-2012 BUDGET                  |                                    |                                   |  |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|--|
|                                 |                     |                     |                                |                                  |                  | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |  |
| 01438 0000 SHELTER OF THE CROSS | 2,500               | 2,500               | 2,500                          | 2,250                            | -                | -                                 |                                    |                                   |  |
| TOTAL SHELTER OF THE CROSS      | 2,500               | 2,500               | 2,500                          | 2,250                            | -                | -                                 | -                                  | -                                 |  |

# SHELTER OF THE CROSS - BUDGET JUSTIFICATION

| Account                         | Department Budget Request | Justification<br>Item(s) / Description  | Itemized Budgeted Amount |
|---------------------------------|---------------------------|---|--------------------------|
| 01438 0000 SHELTER OF THE CROSS | -                         | <p>AGENCY REQUEST</p> <p>THIS ORGANIZATION DID NOT RESPOND TO THE TOWN MEMO REQUESTING DOCUMENTATION (FROM ALL AGENCIES) ON HOW NEWTOWN IS ASSISTED BY THE ORGANIZATIONS SERVICES. ASSISTANCE DOES NOT HAVE TO BE DIRECT, IT COULD BE INDIRECT.</p> | -                        |

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

WeCAHR is a non-profit advocacy organization, serving people with disabilities in the ten towns of the Housatonic Valley Region. Advocacy is required to coordinate services that Newtown residents need. Funding cuts from state agencies adds to the difficulty in gaining resolution as cases are getting more involved and require more time on the part of our advocates.

**BUDGET COMMENTARY**

Agency has not been included in the 2011-2012 budget because it did not answer a Town memo requesting information on how the organization assists or helps Newtown (directly or indirectly).

The 2010-2011 contribution was reduced by 10% because of the above

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

In the 2008 fiscal year, WeCAHR's staff of 7 provided advocacy services to 476 individuals, several of whom were Newtown residents, which is an increase over the previous year. Our support includes representation of adults and children with disabilities. We represent families whose children are provided with special education and promote inclusive education for all children. We strive to keep all children in their home school with the services and supports they need. We also assist individuals who have disabilities to obtain the residential, vocational and rehabilitation supports they need.



|                   | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01439 0000 WeCAHR | 1,000               | 1,000               | 1,000                          | 900                              | -                | -                                 | -                                  | -                                 |
| TOTAL WeCAHR      | 1,000               | 1,000               | 1,000                          | 900                              | -                | -                                 | -                                  | -                                 |

**WECAHR - BUDGET JUSTIFICATION**

| Account           | Department<br>Budget<br>Request | Justification<br><br>Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
|-------------------|---------------------------------|---|--------------------------------|
| 01439 0000 WeCAHR | -                               | <p>AGENCY REQUEST</p> <p>THIS ORGANIZATION DID NOT RESPOND TO THE TOWN MEMO REQUESTING DOCUMENTATION (FROM ALL AGENCIES) ON HOW NEWTOWN IS ASSISTED BY THE ORGANIZATIONS SERVICES. ASSISTANCE DOES NOT HAVE TO BE DIRECT, IT COULD BE INDIRECT.</p> | -                              |

## 441 THE VOLUNTEER CENTER

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Volunteer Center impacts individuals and nonprofits in Western Connecticut through our Comprehensive Volunteer Services Program which include:

- Volunteer Recruitment & Referral - recruiting, matching and referring volunteers with diverse backgrounds and skills to serve nonprofits in all capacities including as board members. We assist nonprofits in determining their specialized volunteer needs and help recruit volunteers with specific skill sets.
- Youth Volunteer Corps of Western CT - team based group of diverse youth ages 11-18 in all socio-economic levels that learn about and address community needs with action projects while developing a lifetime commitment to service.
- Develop listings of volunteer opportunities for newspapers in Newtown, Danbury, and Redding. Maintain and promote our community website, [www.volunteersolutions.org](http://www.volunteersolutions.org). There are currently 163 nonprofit agencies listed on our website.
- Promote volunteerism through community events, our *Business Volunteer Council* and presentations to civic and professional groups.

### BUDGET COMMENTARY

The Volunteer Center serving Western Connecticut is formally requesting a \$1,500 budget allocation from the Town of Newtown for fiscal year 2010-2011. We are so appreciative of the support we have received from the Town of Newtown and look forward to your continued support so we may sustain our services to the residents and nonprofits of Western Connecticut.

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

**Accomplishments** - Recruited and referred 2077 volunteers during the period of July 2009-June 2010. 125 Nonprofits received 1390 additional referrals through our community website. 83 businesses participated in our Business Volunteer Council projects. During National Volunteer Week, we had our Volunteer Van visit local nonprofits and businesses in Western Connecticut to promote and recognize volunteers in the area. During YVC's first year, there were 167 youth participants.

**Goals** - Increase use of social media to attract more community volunteers in Western Connecticut. Increase the number of diverse community volunteers serving on local nonprofit boards. Increase the number of youth participating in our Youth Volunteer Corps for the school year and the Summer of Service learning projects.

| 441 THE VOLUNTEER CENTER        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                 |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01441 0000 THE VOLUNTEER CENTER | 1,000               | 1,000               | 1,000                          | 1,000                            | 1,000            | 1,000                             |                                    |                                   |
| TOTAL THE VOLUNTEER CENTER      | 1,000               | 1,000               | 1,000                          | 1,000                            | 1,000            | 1,000                             | -                                  | -                                 |

THE VOLUNTEER CENTER - BUDGET JUSTIFICATION

| Account                         |                           | Justification         |                          |
|---------------------------------|---------------------------|-----------------------|--------------------------|
| Account                         | Department Budget Request | Item(s) / Description | Itemized Budgeted Amount |
| 01441 0000 THE VOLUNTEER CENTER | 1,000                     | BUDGET REQUEST        | 1,000                    |
|                                 |                           |                       | 1,000                    |
|                                 |                           |                       |                          |

## ***Comprehensive Volunteer Services***

The **Volunteer Center** consistently works to engage individuals and groups in volunteer opportunities that meet community needs. We do this by reaching out and connecting over 2,000 individuals each year with opportunities to serve over 200 area nonprofits, bringing numerous new volunteers into the system.

### **Volunteer Recruitment & Referral**

The Volunteer Center recruits and connects volunteers to serve nonprofit agencies. Volunteers can assist nonprofit professional staff with general administrative duties or support the work of special events. Volunteers can also be the implementers of a nonprofit's program and services, such as a mentor, hotline attendant, etc. They can help with infrastructure in areas such as: finances, public relations and technology or as Board Members to govern organizations. Our recruitment methods include our interactive website, weekly columns in our local newspapers and in-person consultations. Additionally, we manage the Court Ordered Community Service Restitution Program which places volunteers in nonprofit organizations.

### **Youth Volunteer Corps of Western Connecticut (YVC)**

The Youth Volunteer Corps is a team based group of diverse youth from all socioeconomic levels. The participants, ages 11-18, will learn about and address community needs with action projects while developing a lifetime commitment to service. This program has a school year and summer component.

### **Western Connecticut Business Volunteer Council (WCBVC)**

The WCBVC is a coalition of businesses and corporations in the Greater Danbury area that promotes volunteerism among their employees to benefit our community. The BVC sponsors annual initiatives to benefit low-income and at-risk children, families and seniors citizens: Spring Buddy Baskets, Back-to-School Program and Holiday Fruit Baskets. The BVC works to provide for an exchange of information and best practices and to connect the business community to the nonprofit sector.

### **SAVE (Seniors Add Valuable Experience)**

This collaborative project of the City of Danbury and The Volunteer Center serving Western Connecticut places financially qualified seniors 65+ with city departments and local Danbury funded nonprofits as volunteers. After completing 100 hours of volunteer services, the seniors are eligible for a real estate tax credit of up to \$600 per year.

### **Board Member Recruitment and Training**

We recruit volunteers with a wide variety of skill sets and backgrounds to serve on local nonprofit Boards of Directors. We conduct workshops to prepare prospective board members, strengthen existing boards, or provide a forum for the exchange of best practices.

### **Volunteer Management Training Series (VMTS)**

This curriculum builds the skills of area nonprofit organizations to utilize volunteers effectively. It was developed by The Points of Light Foundation and the HandsOn Network specifically for Volunteer Centers to increase the effectiveness of nonprofit volunteer management programs. The goal is to build the capacity of local organizations to utilize volunteers effectively, to retain them and ensure volunteers have fulfilling and meaningful experiences.

### **Networking & Professional Development (DOVIA)**

Directors of Volunteers in Agencies is a professional association of directors and supervisors of various volunteer programs in Western Connecticut. DOVIA's Mission is to promote volunteer administration through workshops and educational programs and to provide a forum for the exchange of ideas and best practices.

442 NEWTOWN PARADE COMMITTEE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Labor Day Parade, Parade Day Insurance. September 6, 2011

BUDGET COMMENTARY

The insurance amount will be a little more than the prior year due to an expected increase in crowd attendance (50th year !!)

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

2011 will be the 50th Annual Parade the largest Labor Day Parade in the State.

| 442 NEWTOWN PARADE COMMITTEE        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                     |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01442 0000 NEWTOWN PARADE COMMITTEE | 1,458               | 1,375               | 1,375                          | 1,375                            | 1,550            | 1,550                             |                                    |                                   |
| TOTAL NEWTOWN PARADE COMMITTEE      | 1,458               | 1,375               | 1,375                          | 1,375                            | 1,550            | 1,550                             | -                                  | -                                 |



# **NEWTOWN PARADE COMMITTEE - BUDGET JUSTIFICATION**

| Account                             | Department<br>Budget<br>Request | Justification  |                                |
|-------------------------------------|---------------------------------|--|--------------------------------|
|                                     |                                 | Item(s) / Description  | Itemized<br>Budgeted<br>Amount |
| 01442 0000 NEWTOWN PARADE COMMITTEE | 1,550                           | INSURANCE FOR LABOR DAY PARADE<br><br>2011 is the 50 <sup>th</sup> year of the Parade and the Committee are attempting to create something a little more crowd pulling.<br><br>Insurance will be a little more than the prior year due to a bigger crowd number estimate | 1,550                          |
|                                     |                                 |  | 1,550                          |
|                                     |                                 |  |                                |

## 443 NEWTOWN PARENT CONNECTION

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The mission of the Newtown Parent Connection continues to be: "To educate and empower the community in the prevention of substance abuse and to embrace families in crisis". We use a three-pronged approach to serve the Newtown community:

**Educate:** We offer free public forums in order to generate community awareness regarding substance abuse. This spring we will be hosting our fourth annual "Parent University" which has, to date, been successful in reaching over 500 parents and 100 children. Parent University offers a morning of workshop sessions on topics ranging from parenting skills to substance abuse education for parents & caregivers, and educational programs for children.

**Empower:** We work with all factions of the town to coordinate efforts to strengthen the community's ability to banish drug use among our youth. We sponsor three ongoing support groups for families affected by substance abuse and addiction: a weekly "Hope & Support" parent group; a weekly "Grands Place" grandparents' support group; and a monthly Bereavement Group for families that have lost a loved one due to catastrophic circumstances.

**Embrace:** We assist parents and youth in crisis by referring them to appropriate therapists and treatment programs suited to their needs. We have networked extensively with local and national agencies and treatment professionals to better service both those afflicted with addiction and their family members.

### BUDGET COMMENTARY

Donated services itemized in the 2011 projected budget are highlighted in red. We anticipate that our agency will be responsible for assuming many of these costs including the following:

**Facility** - We are presently operating from a building where rental fees have been waived. Newtown Parent Connection was only responsible for a portion of the utility charges. On December 15, 2010, we will be relocating to the Edmond Town Hall and will incur monthly rental charges plus additional related fees, office furnishings and equipment.

**Support Group Facilitators** - One of our three professional facilitators volunteered his services on a regular basis. We have begun to offer equitable compensation to all of our support group facilitators.

**Speakers for Educational Programs** - We have had many professionals discount or waive their speaking fees. We expect that we may need to offer payment for their services in the future.

**Legal and Accounting Fees** - Local professionals have previously offered these services gratis, but as we are expanding our offerings, we anticipate incurring

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

We offer 4 to 6 educational public forums per year that are attended by 80 to 300 people per program. Our annual Parent University is highly successful and is being offered in March 2011 for the fourth consecutive year. Based on program evaluations, our goal is to continue to offer seminars and workshops as requested by the public. This past year we reached out to Southbury, where over 600 participants took part in our public forums, and a new coalition was started with our assistance. Woodbury-Bethlehem founded a Parent Connection to meet the needs in their communities, and two other surrounding towns have expressed interest in starting their own grassroots organizations to address issues of substance abuse and prevention.

Our current three support groups service over 100 families. Based on the success of these groups and growing needs, we are planning to add two additional groups: a sibling support group and a young peoples' AA and/or NA meeting.

A part-time program administrator is needed in order to address the demands of the community for our services. We take numerous phone calls per week from people seeking help. This necessitates action and case management. The volume of work is increasing with the demands and needs of the community. This exceeds what our volunteer staff can effectively manage.

| 443 NEWTOWN PARENT CONNECTION        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                      |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01443 0000 NEWTOWN PARENT CONNECTION | 15,000              | 20,000              | 20,000                         | 20,000                           | 20,000           | 20,000                            |                                    |                                   |
| TOTAL NEWTOWN PARENT CONNECTION      | 15,000              | 20,000              | 20,000                         | 20,000                           | 20,000           | 20,000                            | -                                  | -                                 |

| NEWTOWN PARENT CONNECTION - BUDGET JUSTIFICATION |                           |                |                          |  |
|--|---------------------------|----------------|--------------------------|--|
| Account  | Department Budget Request | Justification  | Itemized Budgeted Amount |  |
| 01443 0000 NEWTOWN PARENT CONNECTION             | 20,000                    | AGENCY REQUEST | 20,000                   |  |
|  |                           |                | 20,000                   |  |

Newtown Parent Connection Inc

|    | A   | B      | C      | D                | E | F      | G      | H       |
|----|---|--------|--------|------------------|---|--------|--------|---------|
| 1  | Actual '09 Projected '10 Actual 2010 Projected 2011 |        |        |                  |   |        |        |         |
| 2  | a/o 11/30/09 a/o 11/30/10                           |        |        |                  |   |        |        |         |
| 3  |   |        |        |                  |   |        |        |         |
| 4  | INCOME  |        |        |                  |   |        |        |         |
| 5  | Forums  | 375    | 300    |                  |   | 233    | 300    |         |
| 6  | Private Donations                                   | 10,672 | 8,500  |                  |   | 12,132 | 10,000 |         |
| 7  | Town of Newtown                                     | 15,000 | 20,000 |                  |   | 20,000 | 20,000 |         |
| 8  | Memorial Fund                                       | 245    | 100    |                  |   | 50     | 100    |         |
| 9  | Fundraising   | 1,890  | 8,000  |                  |   | 539    | 8,000  |         |
| 10 | United Way/Grant                                    | 3,330  | 7,993  |                  |   | 5,998  | 6,408  |         |
| 11 | Program FFN/Par. Univ/Workshop                      | 691    | 750    |                  |   | 930    | 1,500  |         |
| 12 | Interest Inc  | 61     | 100    |                  |   | 87     | 100    |         |
| 13 | Total Income  | 32,264 | 45,743 |                  |   | 39,969 | 46,408 |         |
| 14 |   |        |        |                  |   |        |        |         |
| 15 | EXPENSES  |        |        |                  |   |        |        |         |
| 16 | Operating Expenses                                  |        |        |                  |   |        |        |         |
| 17 | Accounting  | 5,600  | 5,800  | In-kind          |   | 5,350  | 5,500  | in-kind |
| 18 | Administrative/General                              | 1,065  | 1,200  |                  |   | 1,035  | 1,200  |         |
| 19 | Dues & Subscriptions                                | 50     | 100    |                  |   | 50     | 100    |         |
| 20 | Insurance   | 1,679  | 2,000  |                  |   | 866    | 2,000  |         |
| 21 | Legal Fees  | 883    | 1,000  |                  |   | 50     | 1,000  |         |
| 22 | Library   | 90     | 200    |                  |   | -      | 200    |         |
| 23 | Marketing   | 3,075  | 5,000  |                  |   | 7,229  | 7,500  |         |
| 24 | Office Furnishings                                  | 110    | 1,500  |                  |   | 93     | 5,000  |         |
| 25 | Office Supplies                                     | 644    | 750    |                  |   | 1,026  | 1,200  |         |
| 26 | Postage   | 115    | 250    | 1736 in-kind '08 |   | 135    | 250    |         |
| 27 | Rent  | 6,600  | 12,000 | In-kind          |   | 6,600  | 6,000  | in-kind |
| 28 | Telephone   | 601    | 750    |                  |   | 2,483  | 2,500  |         |
| 29 | Transaction Fees-PayPal                             | 22     | 50     |                  |   | 62     | 50     |         |
| 30 | Utilities   | 3,300  | 5,500  |                  |   | 3,963  | 1,000  |         |
| 31 | Total Operating Expense                             | 23,834 | 36,100 |                  |   | 28,942 | 33,500 |         |
| 32 |   |        |        |                  |   |        |        |         |
| 33 |   |        |        |                  |   |        |        |         |

Newtown Parent Connection Inc

|    | A                             | B              | C               | D                     | E | F              | G               | H       |
|----|-------------------------------|----------------|-----------------|-----------------------|---|----------------|-----------------|---------|
| 34 |                               |                |                 |                       |   |                |                 |         |
| 35 |                               |                |                 |                       |   |                |                 |         |
| 36 |                               |                |                 |                       |   |                |                 |         |
| 37 |                               |                |                 |                       |   |                |                 |         |
| 38 |                               |                |                 |                       |   |                |                 |         |
| 39 | <b>Program Expense</b>        |                |                 |                       |   |                |                 |         |
| 40 | Family Dinner Night           | 2,325          | 3,000           |                       |   | -              | 3,000           |         |
| 41 | Parent University Food/Misc   | 967            | 2,000           |                       |   | 1,069          | 2,000           |         |
| 42 | Speakers at PU                | 1,250          | 5,500           |                       |   | 4,980          | 5,000           | in-kind |
| 43 | Program Speakers/Facilitators | 6,000          | 2,000           | In-kind               |   | 2,100          | 2,200           | in-kind |
| 44 | Support Grp-Bereavement       | 1,875          | 2,400           |                       |   | 2,063          | 2,400           |         |
| 45 | Support Grp- Grandparents     | 1,050          | 2,400           |                       |   | 1,600          | 2,400           |         |
| 46 | Support Grp-Hope & Support    | -              | 10,400          | Volunteer facilitator |   | 510            | 2,600           |         |
| 47 | Support Grp-Sibling           | 25             | 300             |                       |   | -              | 300             |         |
| 48 | ForumSpeakers/Fundrais/Wkshop | -              | 3,000           |                       |   | 4,306          | 5,000           |         |
| 49 | <b>Total Program Expense</b>  | <b>13,492</b>  | <b>31,000</b>   |                       |   | <b>16,628</b>  | <b>24,900</b>   |         |
| 50 |                               |                |                 |                       |   |                |                 |         |
| 51 | <b>Outreach Expense</b>       |                |                 |                       |   |                |                 |         |
| 52 | Treatment Oversight           | 2,661          | 5,000           |                       |   | -              | 5,000           |         |
| 53 | Seminars                      | 230            | 1,000           |                       |   | -              | 1,000           |         |
| 54 | <b>Total Outreach Expense</b> | <b>2,661</b>   | <b>6,000</b>    |                       |   | -              | <b>6,000</b>    |         |
| 55 |                               |                |                 |                       |   |                |                 |         |
| 56 |                               |                |                 |                       |   |                |                 |         |
| 57 | <b>Total Income</b>           | <b>32,264</b>  | <b>45,743</b>   |                       |   | <b>39,969</b>  | <b>46,408</b>   |         |
| 58 | <b>Total Expense</b>          | <b>39,987</b>  | <b>73,100</b>   |                       |   | <b>45,570</b>  | <b>64,400</b>   |         |
| 59 | <b>Operating Deficit</b>      | <b>(7,723)</b> | <b>(27,357)</b> |                       |   | <b>(5,601)</b> | <b>(17,992)</b> |         |

444 NW CONSERVATION DISTRICT

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Northwest Conservation District is a unique, local non-profit organization serving the towns and people of Northwest Connecticut since 1953. We are dedicated to the conservation and wise use of local natural resources by providing technical services and education. We provide answers, technical know-how and on-site assistance to local land use staff, commission members and residents. We provide many environmental training programs aimed at developing a sense of stewardship and a conservation ethic.

BUDGET COMMENTARY

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

| -----<br><b>444 NW CONSERVATION DISTRICT</b><br>----- | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|---|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|   |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01444 0000 NW CONSERVATION DISTRICT                   | 500                 | 500                 | 500                            | 500                              | 1,000            | 1,000                             |                                    |                                   |
| TOTAL NW CONSERVATION DISTRICT                        | 500                 | 500                 | 500                            | 500                              | 1000             | 1000                              | 0                                  | 0                                 |



**N.W. CONSERVATION DISTRICT - BUDGET JUSTIFICATION**

| <b>Account</b>                      |                           | <b>Justification</b>   |                          |
|-------------------------------------|---------------------------|--|--------------------------|
| Account                             | Department Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01444 0000 NW CONSERVATION DISTRICT | 1,000                     | AGENCY REQUEST IS \$4,600; AMOUNT BUDGETED IS \$500 MORE THAN PRIOR YEAR | 1,000                    |
|                                     |                           |  | 1,000                    |

# NORTHWEST CONSERVATION DISTRICT

1185 New Litchfield Street, Torrington, CT 06790

Phone 860 626 7222 Fax 860 626 8833

[ncd@conservect.org](mailto:ncd@conservect.org) [www.conservect.org](http://www.conservect.org)

## *Board of Directors*

*Curtis S Read, Bridgewater  
Chairman*

*Dick Leavenworth, Woodbury  
Vice Chairman*

*Celeste Echlin, Harwinton  
Treasurer*

*Sharon Tingley, Sharon  
Secretary*

*Chris Charles, Washington*

*Lynn Fulkerson, Litchfield*

*Ray Furse, Warren*

*Larry Marsicano, New Milford*

*Larry Rousseau, Torrington*

*Bob Rush, New Milford*

*David Scofield, Warren*

*Rob Sibley, Newtown*

## *Staff*

*Jean Cronauer*

*Sean Hayden*

*Michael Morin*

*Katie Krause*

*Tony Mitchell*

Patricia Llodra, First Selectman

Dear Patricia,

Your support of Northwest Conservation District is very important to us. It is a privilege to work in partnership with you by providing a wide range of technical services and high quality training programs. Your Municipal Support helps to insure the continuation of these services.

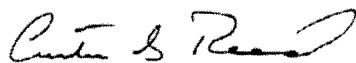
**Mindful of current financial conditions, we have held our Budget Request for FY 2010-2011 to a 0% increase. Town of Newtown, \$4600.**

This line item for Northwest Conservation is a terrific bargain considering the many benefits available. We encourage you to make full use of our services as part of your membership contribution.

Our technical staff is well known for delivering the valuable, flexible and knowledgeable service that many of you count on. We continue to assist local towns with site plan reviews, wetland and soil evaluations as well as environmental answers and solutions. We have also used our excellent GIS mapping services for many town planning and open space preservation projects. Your commission members and citizens regularly benefit from our excellent environmental seminars and programs.

In addition, we are delivering important assistance to your town in the transition to clean renewable energy sources and energy conservation. Please visit our new energy site at [www.nwconservect.org/energy](http://www.nwconservect.org/energy)

**Municipal support sustains Northwest Conservation District as a unique and valuable local resource available to you, your staff, commissions and residents. Thank you.**



Curtis S Read, Chairman



Jean H Cronauer, Executive Director

670 LIBRARY

**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

Provide popular library materials to satisfy community demands.  
Provide an environment that encourages public discourse on community issues.  
Provide cutting-edge technological resources and expert help for all residents.  
Provide information related to business careers, work, personal finances, and employment.  
Provide programs for all age groups on diverse topics of interest.

**BUDGET COMMENTARY**

Total Grants- 4.39% increase due to economic conditions  
Total Operations Income - 7.61% decrease due to economic conditions  
Total Fundraising Other - 370% increase due to accelerated fund raising efforts  
Total Investment Income - 7.69% decrease due to economic conditions  
Total Personnel - 2.75% increase as follows:  
1.5% increase due to no increases in past 3 years (library has already lost two professional staff members)  
10.4% increase due to 8% increase per Bob Tait and class changes of employees  
Total Occupancy - .21% increase due to additional contractual services needed  
Total Administration - 16.07% increase due to accelerated fund raising efforts

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

Initiated a program for caregivers and their special needs children.  
Introduced an Express Collection for new books to circulate faster.  
Developed a Newtown Author Collection.  
Reorganized our Young Adult Department to provide more space.  
Children's Department - provide new developmental program for children - age birth to 5 years.  
Programs - better publicity with eblast and enewsletters  
YA - expand creative writing program to include 5th graders.  
Reference Department - replace older computers approximately 10 needed.

|                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01670 0000 LIBRARY | 1,007,953           | 1,007,953           | 1,011,562                      | 1,011,562                        | 1,033,552        | 1,030,552                         |                                    |                                   |
| TOTAL LIBRARY      | 1,007,953           | 1,007,953           | 1,011,562                      | 1,011,562                        | 1,033,552        | 1,030,552                         | -                                  | -                                 |

**LIBRARY - BUDGET JUSTIFICATION**

| <b>Account</b>     |                           | <b>Justification</b>              |                          |
|--------------------|---------------------------|-----------------------------------|--------------------------|
| Account            | Department Budget Request | Item(s) / Description             | Itemized Budgeted Amount |
| 01670 0000 LIBRARY | 1,033,552                 | SEE TOTAL LIBRARY BUDGET ATTACHED | 1,033,552                |
|                    |                           |                                   | 1,033,552                |

THE CYRENIUS H. BOOTH LIBRARY  
25 MAIN STREET  
NEWTOWN, CONNECTICUT 06470

Mrs. Patricia E. Llodra, First Selectman  
Mr. William F.L. Rodgers, Selectman  
Mr. William F. Furrier, Selectman  
Legislative Council, Finance Board

January 20, 2011

We respectfully submit the Budget for the Cyrenius H. Booth Library for the Fiscal Year ending June 30, 2012.

A Summary of the Budget for F2011/12 is presented on Page 1, with a comparison to the current year, represented by the Budget for F2010/11. We have just completed six months of operations and it is our expectation that we will be able to achieve the breakeven indicated, although we anticipate there will be variances between the categories. Further details of Income and Expense categories are presented on Page 3, 4, and 5.

In terms of our total operations, the Budget shows a net decrease of 3.63% or \$6,062. However, the Library is requesting an increase of 2.12%, or \$21,990 in funding from the Town of Newtown, as indicated on Page 1, line 1. Unfortunately, due to the current economic environment, we are anticipating a reduction and appreciate the challenges of current economic downturn and its' impact on funding and the difficult choices presented to the Town. Consequently, we have developed our Budget request with these limitations in mind. It is important to note that the Booth Library, as with many other Libraries, have experienced an increase in our patronage and circulation, in part due to the conditions facing the broad economy. Our goal is to meet the expectations of Newtown residents, while also managing our expense structure to a minimal increase, notwithstanding inflationary issues.

Summary analysis of \$21,990 requested increase in Town funding.

**Compensation:**

Compensation (both Library Operations and Maintenance) represents 74% of our expenses. Total Salary increases (Library and Maintenance) amount to \$10,469, representing approximately half of the total increase requested in Town funding of \$21,990. However, with respect to Benefit costs, we reflect a savings of 5% by switching to Option #2 Century Preferred in our benefits costs of \$149,950.60. Net of other factors (FICA/Medicare), the increase in total compensation cost will be \$24,402 for F2011/12.

**Fund Raising Other**

Through our Board of Trustees increased fund raising efforts, we estimate an increase of our Fund Raising Other Income by \$18,500.

**Investment Income:**

Our Budget for F2011/12 is \$72,000 or 6,000 less than the current year. As you know, we have changed the Trustee of the Hawley Trust and are pleased to report that Bank of America has resigned as Trustee and has been replaced by JPMorgan Chase. While we believe this change will be beneficial for future results, we anticipate that for F2011/12 distributions will remain the same given the reduction in market value of the Trusts.

**Contractual Services (Occupancy):**

The Budget for F2011/12 is \$38,129, a \$4,000 (9.49%) decrease. The major issue here relates to the Library's heating and air-conditioning systems. In particular, the heating system is quite old and in frequent need of repairs and adjustments. While we are very satisfied with the vendor, Johnson Controls, the service is costly, but essential. Our concern is that we are already running ahead of this level of expense in the current fiscal year.

**Importance of the Friends of the C.H. Booth Library:**

Our expenditures for Books, Programs, Periodicals, and Audio Visual are critical to meeting the goals of the Library and providing essential services to our citizens. However, as we continue to be faced with increased other operating costs in critical areas such as compensation, maintenance, and unforeseen expenses, the only option available to offset these challenges is to reduce expenditures for Books, Programs, Periodicals, and Audio Visual. Over the years, Friends of the C.H. Booth Library (an independent organization, manned by a remarkable number of talented and dedicated volunteers) has been vital in assisting us in the acquisition of these materials. Without such assistance, we are concerned about the viability of the Library's mission and the impact on the level of budget requests from the Town. In the last three years of actual results, the Friends have provided the Library with 80% of this category, with only 20% being provided from Town funding.

\*\*\*\*\*

We appreciate your consideration and attention to our Budget request and are available at your convenience to answer your questions and provide any additional information you require.

THE CYRENIUS H. BOOTH LIBRARY  
25 MAIN STREET  
NEWTOWN, CONNECTICUT 06470

Mrs. Patricia E. Llodra, First Selectman  
Mr. William F. L. Rodgers, Selectman  
Mr. William F. Furrier, Selectman  
Legislative Council, Finance Board

January 10, 2011

Attached is a summary which I have worked up from the Capital Reserve Report and my observation of capital expenditures which we need to address in the coming year.

The figures are essentially those from the report. For items which have been neglected, I used figures from the next scheduled replacement.

The ceiling tiles in the meeting room are in pretty bad shape now, though those in the Children's Department are generally ok so the figure there represents about one-third of the total for both rooms.

For simplification I have left out items that are less critical based on observation or that are scheduled for attention in the more remote future, i.e. the elevator cab looks ok now.

The roofing items are critical.

Summary of expenditures recommended and delayed or impending based upon Capital Reserve Study done in 2002.

Items in bold are either behind recommended schedule or need attention based on observation of current condition.

Please get back to me with any thoughts either before the meeting with the Selectman or after.

Bob Cox  
Building Committee Chair  
Cyrenius H. Booth Library



## Anticipated Capital Expenditures: Cyrenius H. Booth Library

Summary of expenditures recommended and delayed or impending based upon Capital Reserve Study done in 2002.

For simplification I have left out items that are less critical based on observation or that are scheduled for attention in the more remote future.

Items in bold are either behind recommended schedule or need attention based on observation of current condition.

| <u>Item:</u>  | <u>Recommended Date</u> | <u>Reserve S. Estimate</u> |
|---|-------------------------|----------------------------|
| <b><u>Exterior Building Elements</u></b>                |                         |                            |
| <b>Door and Operator South Entrance</b>                 | <b>2012</b>             | <b>8,577</b>               |
| Roof, Asphalt Shingles (incl. skylights)                | 2012                    | 73,291                     |
| Roof, Slate including gutter & downspouts               | 2011                    | 107,322                    |
| <b>Walls Brick inspection and partial tuck pointing</b> | <b>2006</b>             | <b>12,660</b>              |
| <b>Walls, Paint and caulk, partial shutter rep.</b>     | <b>2008</b>             | <b>20,075</b>              |
| Windows original building                               | 2013                    | 75,773                     |
| <b><u>Interior Building Elements</u></b>                |                         |                            |
| <b>Acoustical tiles Meeting Room</b>                    | <b>2012</b>             | <b>10,000</b>              |
| Floor covering, carpet Children's, Meeting Rm.          | 2011                    | 30,239                     |
| Floor covering, carpet remaining                        | 2007                    | 58,449                     |
| <b>Paint and wall covering Children's, Meeting Rm.</b>  | <b>2005, 2012</b>       | <b>7,296</b>               |
| <b>Paint finishes remaining</b>                         | <b>2007</b>             | <b>24,042</b>              |
| <b><u>Building Service Elements</u></b>                 |                         |                            |
| <b>Energy Management System</b>                         | <b>2011</b>             | <b>11,739</b>              |
| <b><u>Property Site Elements</u></b>                    |                         |                            |
| <b>Asphalt Pavement, crack repair, patch &amp; seal</b> | <b>2009</b>             | <b>4,119</b>               |
| Concrete flatwork and brick pavers, partial rep.        | 2009                    | 3,566                      |

January 5, 2010

The Library is striving with limited resources and staff to respond to a demand for service that continues to grow dramatically. Contracts with many of our vendors have been reviewed and some have been renegotiated. Ninety percent of mail including overdue notices and material requests are now delivered via email. We have initiated online donations through our home page. We have asked our staff to work harder and they have responded with laudable dedication to customer service. We are challenged to find more ways to raise revenue without impacting those who depend upon the Library to provide a "safety net" of educational and cultural opportunities so important to the health and well-being of our community.

### LIBRARY STATISTICS

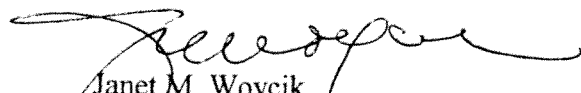
- 845 people visit the library daily, an 18% increase over last fiscal year.
- Library programs for all ages numbered 1,188.
- Program attendance numbered 13,970, a 27% increase.
- Computer usage has increased 18%.
- Circulations of all materials including, books, DVDs, Books on CD, Playaways has increased 22%.
- Meeting Room usage averages 54 meetings per month.

### STATISTICAL COMPARISONS

|           | <u>Population</u> | <u>Square Feet</u> | <u>Hours Open</u> | <u>FTE</u> |
|-----------|-------------------|--------------------|-------------------|------------|
| Guilford  | 23,000            | 34,000             | 60                | 19.5       |
| Milford   | 54,136            | 39,072             | 52                | 18.5       |
| Monroe    | 19,402            | 32,000             | 47                | 15.1       |
| Stratford | 49,015            | 35,363             | 58                | 35.0       |
| Newtown   | 27,034            | 36,000             | 62                | 14.0       |

|           | <u>Collection</u> | <u>Circulation</u> |
|-----------|-------------------|--------------------|
| Guilford  | 120,000           | 277,581            |
| Milford   | 141,544           | 284,215            |
| Monroe    | 80,392            | 233,212            |
| Stratford | 186,559           | 450,953            |
| Newtown   | 123,058           | 278,380            |

Respectfully Submitted,

  
Janet M. Woycik  
Director

## **Friends of C.H. Booth Library Annual Report 2010-2011**

**Friends of the C.H. Booth Library Mission Statement:** The Friends of the C.H. Booth Library was founded and functions for the following purposes: To raise funds for library collection enhancement, program development, and for any specific gifts or appropriations to the library as the members may deem appropriate; to promote the use and appreciation of Newtown's Cyrenius H. Booth Library by persons of all ages; to provide special events that will enhance library services and promote cultural and intellectual activity in the community; and to maintain regular communication with the Library Board of Trustees in order to keep informed about the operation and needs of the library and to help communicate those needs to the public and to engage in the conduct of any affairs or promotion of any purpose which may lawfully be carried on by a corporation formed under Section 33-100 to 33-1290 inclusive of the Connecticut General Statutes as amended.

**The Friends of the C. H. Booth Library provides library support through the following venues:**

- Annual Book Sale
- Children's Book Sale
- Holiday Book Sale
- The Little Book Store
- Internet sales through Amazon storefront, BooksfromBooth.com
- Booth Boutique
- Friends Membership
- Year-round library collection enhancement from book sale sorting room
- Book Menders

### **New Friends initiatives for 2011:**

- **LSTA Grants** – The Friends have offered to provide the 25% local matching funds for grants submitted by the C.H. Booth librarians to the Connecticut State Library's Library Services and Technology grants program.
- **Vision Project** – This exciting new initiative invites all paid library staff to suggest projects that will enhance library services. Project suggestions are due April 1 and project(s) will be funded by the Friends to a maximum amount of \$10,000.
- **Garden Project** – A new picnic table for patron and staff use in the library's garden area was jointly funded by the Friends and Trustees. This spring the Friends will partner with the library and the Horticulture Society to replace the trellis and to spruce up the library's garden/sitting space.
- **Reading Outreach Program** - Friends Board of Directors are developing a project to provide books for children who may not have the opportunity to use the library. This program would also encourage library use by these families.

## CYRENIUS H. BOOTH LIBRARY

## PROPOSED BUDGET FOR YEAR 2011/2012

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|                              | Budget 10/11    | Proposed<br>Budget 11/12 | Difference     | % Change |
|------------------------------|-----------------|--------------------------|----------------|----------|
| <b>INCOME</b>                |                 |                          |                |          |
| <b>GRANTS</b>                |                 |                          |                |          |
| (1) State of Connecticut     | \$ 5,000.00     | \$ 5,000.00              | \$ -           | 0.00%    |
| (2) Town of Newtown          | \$ 1,011,562.00 | \$ 1,033,552.00          | \$ 21,990.00   | 2.17%    |
| (3) Other Grants             | \$ 20,000.00    | \$ 20,000.00             | \$ -           | 0.00%    |
| (4) Total Grants             | \$ 1,036,562.00 | \$ 1,058,552.00          | \$ 21,990.00   | 2.12%    |
| <b>OPERATIONS</b>            |                 |                          |                |          |
| (5) Fines & Misc. Sales      | \$ 35,000.00    | \$ 32,000.00             | \$ (3,000.00)  | -8.57%   |
| (6) Photocopy Revenue        | \$ 6,000.00     | \$ 7,000.00              | \$ 1,000.00    | 16.67%   |
| (7) Other Operating          | \$ 5,000.00     | \$ 3,500.00              | \$ (1,500.00)  | -30.00%  |
| (8) Total Operations         | \$ 46,000.00    | \$ 42,500.00             | \$ (3,500.00)  | -7.61%   |
| <b>FUND RAISING</b>          |                 |                          |                |          |
| (9) Annual Fund Drive        | \$ 30,000.00    | \$ 28,500.00             | \$ (1,500.00)  | -5.00%   |
| (10) Bequests/gifts          | \$ 25,000.00    | \$ 13,000.00             | \$ (12,000.00) | -48.00%  |
| (11) Fund Raising Other      | \$ 5,000.00     | \$ 23,500.00             | \$ 18,500.00   | 370.00%  |
| (12) Total Fund Raising      | \$ 60,000.00    | \$ 65,000.00             | \$ 5,000.00    | 8.33%    |
| <b>INVESTMENT INCOME</b>     |                 |                          |                |          |
| (13) Knotts Estate           | \$ 10,000.00    | \$ 11,500.00             | \$ 1,500.00    | 15.00%   |
| (14) Hawley Trust            | \$ 48,000.00    | \$ 50,500.00             | \$ 2,500.00    | 5.21%    |
| (15) Restricted Funds        | \$ 20,000.00    | \$ 10,000.00             | \$ (10,000.00) | -50.00%  |
| (16) Total Investment Income | \$ 78,000.00    | \$ 72,000.00             | \$ (6,000.00)  | -7.69%   |
| (17) INCOME SUBTOTAL         | \$ 1,220,562.00 | \$ 1,238,052.00          | \$ 17,490.00   | 1.43%    |
| <b>TRANSFERS</b>             |                 |                          |                |          |
| (18) *Capital Reserve        | \$ 15,000.00    | \$ 10,000.00             | \$ (5,000.00)  | -33.33%  |
| (19) **Capital Repairs       | \$ 65,000.00    | \$ 55,000.00             | \$ (10,000.00) | -15.38%  |
| (20) INCOME TOTAL            | \$ 1,300,562.00 | \$ 1,303,052.00          | \$ 2,490.00    | 0.19%    |
| <b>PERSONNEL</b>             |                 |                          |                |          |
| (21) Salaries                | \$ 697,940.00   | \$ 708,409.10            | \$ 10,469.10   | 1.50%    |
| (22) Benefits                | \$ 135,828.00   | \$ 149,950.60            | \$ 14,122.60   | 10.40%   |
| (23) Social Security         | \$ 54,383.00    | \$ 54,193.30             | \$ (189.70)    | -0.35%   |
| (24) Total Personnel         | \$ 888,151.00   | \$ 912,553.00            | \$ 24,402.00   | 2.75%    |

|  | Actual 09/10    | Proposed<br>Budget 11/12 | Difference    | % Change |
|--|-----------------|--------------------------|---------------|----------|
|  | \$ 4,895.00     | \$ 5,000.00              | \$ 105.00     | 2.15%    |
|  | \$ 1,007,953.00 | \$ 1,033,552.00          | \$ 25,599.00  | 2.54%    |
|  | \$ 5,250.00     | \$ 20,000.00             | \$ 14,750.00  | 280.95%  |
|  | \$ 1,018,098.00 | \$ 1,058,552.00          | \$ 40,454.00  | 3.97%    |
|  | \$ 31,614.50    | \$ 32,000.00             | \$ 385.50     | 1.22%    |
|  | \$ 6,524.58     | \$ 7,000.00              | \$ 475.42     | 7.29%    |
|  | \$ 3,491.52     | \$ 3,500.00              | \$ 8.48       | 0.24%    |
|  | \$ 41,630.60    | \$ 42,500.00             | \$ 869.40     | 2.09%    |
|  | \$ 25,846.96    | \$ 28,500.00             | \$ 2,653.04   | 10.26%   |
|  | \$ 13,455.61    | \$ 13,000.00             | \$ (455.61)   | -3.39%   |
|  | \$ 3,597.46     | \$ 23,500.00             | \$ 19,902.54  | 553.24%  |
|  | \$ 42,900.03    | \$ 65,000.00             | \$ 22,099.97  | 51.52%   |
|  | \$ 11,543.18    | \$ 11,500.00             | \$ (43.18)    | -0.37%   |
|  | \$ 50,400.72    | \$ 50,500.00             | \$ 99.28      | 0.20%    |
|  | \$ 5,016.89     | \$ 10,000.00             | \$ 4,983.11   | 99.33%   |
|  | \$ 66,960.79    | \$ 72,000.00             | \$ 5,039.21   | 7.53%    |
|  | \$ 1,169,589.42 | \$ 1,238,052.00          | \$ 68,462.58  | 5.85%    |
|  | \$ 0.00         | \$ 10,000.00             | \$ 10,000.00  |          |
|  | \$ 1,292.25     | \$ 55,000.00             | \$ 53,707.75  | 4156.14% |
|  | \$ 1,170,881.67 | \$ 1,303,052.00          | \$ 132,170.33 | 11.29%   |
|  | \$ 695,708.14   | \$ 708,409.10            | \$ 12,700.96  | 1.83%    |
|  | \$ 148,070.32   | \$ 149,950.60            | \$ 1,880.28   | 1.27%    |
|  | \$ 51,204.99    | \$ 54,193.30             | \$ 2,988.31   | 5.84%    |
|  | \$ 894,983.45   | \$ 912,553.00            | \$ 17,569.55  | 1.96%    |

## CYRENIUS H. BOOTH LIBRARY

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## PROPOSED BUDGET FOR YEAR 2011/2012

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|                               | Budget 10/11 | Proposed     |               |          |  |  |
|-------------------------------|--------------|--------------|---------------|----------|--|--|
|                               |              | Budget 11/12 | Difference    | % Change |  |  |
| LIBRARY OPERATIONS            |              |              |               |          |  |  |
| (25) Maintenance              | \$ 2,500.00  | \$ 2,500.00  | \$ -          | 0.00%    |  |  |
| (26) Equipment                | \$ 3,100.00  | \$ 4,000.00  | \$ 900.00     | 29.03%   |  |  |
| (27) Contractual Services     | \$ 30,400.00 | \$ 32,000.00 | \$ 1,600.00   | 5.26%    |  |  |
| AV/Software                   |              |              |               |          |  |  |
| (28) Adult Dept.              | \$ 4,000.00  | \$ 4,300.00  | \$ 300.00     | 7.50%    |  |  |
| (29) Juv. Dept.               | \$ 2,000.00  | \$ 500.00    | \$ (1,500.00) | -75.00%  |  |  |
| (30) Ref. Dept.               | \$ 100.00    | \$ 100.00    | \$ -          | 0.00%    |  |  |
| (31) YA Dept.                 | \$ 500.00    | \$ 200.00    | \$ (300.00)   | -60.00%  |  |  |
| (32) Total A/V Software       | \$ 6,600.00  | \$ 5,100.00  | \$ (1,500.00) | -22.73%  |  |  |
| (33) Bibliomation             | \$ 45,000.00 | \$ 45,018.00 | \$ 18.00      | 0.04%    |  |  |
| (34) Binding/misc. Books      | \$ 500.00    | \$ 500.00    | \$ -          | 0.00%    |  |  |
| (35) Adult Dept.              | \$ 16,000.00 | \$ 13,860.00 | \$ (2,140.00) | -13.38%  |  |  |
| (36) Juv. Dept.               | \$ 14,000.00 | \$ 11,440.00 | \$ (2,560.00) | -18.29%  |  |  |
| (37) Ref. Dept.               | \$ 16,000.00 | \$ 13,860.00 | \$ (2,140.00) | -13.38%  |  |  |
| (38) YA Dept.                 | \$ 6,000.00  | \$ 5,260.00  | \$ (740.00)   | -12.33%  |  |  |
| (39) Total Books              | \$ 52,000.00 | \$ 44,420.00 | \$ (7,580.00) | -14.58%  |  |  |
| Books-special funds           |              |              |               |          |  |  |
| (40) Brush                    | \$ 450.00    | \$ 450.00    | \$ -          | 0.00%    |  |  |
| (41) Smith                    | \$ 340.00    | \$ 340.00    | \$ -          | 0.00%    |  |  |
| (42) Landau                   | \$ 292.00    | \$ 292.00    | \$ -          | 0.00%    |  |  |
| (43) Total Books-spec. funds  | \$ 1,082.00  | \$ 1,082.00  | \$ -          | 0.00%    |  |  |
| Databases                     |              |              |               |          |  |  |
| (44) Juv. Dept                | \$ 1,750.00  | \$ 1,750.00  | \$ -          | 0.00%    |  |  |
| (45) Ref. Dept.               | \$ 6,000.00  | \$ 6,000.00  | \$ -          | 0.00%    |  |  |
| (46) Databases-Other          | \$ 1,100.00  | \$ 1,100.00  | \$ -          | 0.00%    |  |  |
| (47) Total Databases          | \$ 8,850.00  | \$ 8,850.00  | \$ -          | 0.00%    |  |  |
| Memberships                   |              |              |               |          |  |  |
| (48) Periodicals              | \$ 2,500.00  | \$ 2,500.00  | \$ -          | 0.00%    |  |  |
| (49) Programs                 | \$ 4,000.00  | \$ 4,000.00  | \$ -          | 0.00%    |  |  |
| (50) Adult Dept.              | \$ 3,500.00  | \$ 3,500.00  | \$ -          | 0.00%    |  |  |
| (51) Juv. Dept.               | \$ 3,000.00  | \$ 3,000.00  | \$ -          | 0.00%    |  |  |
| (52) YA Dept.                 | \$ 2,000.00  | \$ 2,000.00  | \$ -          | 0.00%    |  |  |
| (53) Total Programs           | \$ 8,500.00  | \$ 8,500.00  | \$ -          | 0.00%    |  |  |
| (54) Professional Development | \$ 2,000.00  | \$ 2,500.00  | \$ 500.00     | 25.00%   |  |  |

|  | Actual 09/10 | Proposed     |               |          |  |  |
|--|--------------|--------------|---------------|----------|--|--|
|  |              | Budget 11/12 | Difference    | % Change |  |  |
|  | \$ 1,325.00  | \$ 2,500.00  | \$ 1,175.00   | 88.68%   |  |  |
|  | \$ 3,890.40  | \$ 4,000.00  | \$ 109.60     | 2.82%    |  |  |
|  | \$ 31,150.20 | \$ 32,000.00 | \$ 849.80     | 2.73%    |  |  |
|  | \$ 5,793.91  | \$ 4,300.00  | \$ (1,493.91) | -25.78%  |  |  |
|  | \$ 461.98    | \$ 500.00    | \$ 38.02      | 8.23%    |  |  |
|  | \$ 114.35    | \$ 100.00    | \$ (14.35)    | -12.55%  |  |  |
|  | \$ 125.95    | \$ 200.00    | \$ 74.05      | 58.79%   |  |  |
|  | \$ 6,496.19  | \$ 5,100.00  | \$ (1,396.19) | -21.49%  |  |  |
|  | \$ 44,762.48 | \$ 45,018.00 | \$ 255.52     | 0.57%    |  |  |
|  | \$ 14.45     | \$ 500.00    | \$ 485.55     | 3360.21% |  |  |
|  | \$ 4,712.00  | \$ 13,860.00 | \$ 9,148.00   | 194.14%  |  |  |
|  | \$ 5,698.65  | \$ 11,440.00 | \$ 5,741.35   | 100.75%  |  |  |
|  | \$ 3,382.40  | \$ 13,860.00 | \$ 10,477.60  | 309.77%  |  |  |
|  | \$ 360.16    | \$ 5,260.00  | \$ 4,899.84   | 1360.46% |  |  |
|  | \$ 14,153.21 | \$ 44,420.00 | \$ 30,266.79  | 213.85%  |  |  |
|  | \$ 1,926.60  | \$ 450.00    | \$ (1,476.60) | -76.64%  |  |  |
|  | \$ 340.00    | \$ 340.00    | \$ -          | 0.00%    |  |  |
|  | \$ 122.93    | \$ 292.00    | \$ 169.07     | 137.53%  |  |  |
|  | \$ 2,389.53  | \$ 1,082.00  | \$ (1,307.53) | -54.72%  |  |  |
|  | \$ 6,288.38  | \$ 1,750.00  | \$ 1,750.00   |          |  |  |
|  | \$ 1,100.00  | \$ 6,000.00  | \$ (288.38)   | -4.59%   |  |  |
|  | \$ 7,388.38  | \$ 1,100.00  | \$ -          | 0.00%    |  |  |
|  |              | \$ 8,850.00  | \$ 1,461.62   | 19.78%   |  |  |
|  | \$ 1,910.00  | \$ 2,500.00  | \$ 590.00     | 30.89%   |  |  |
|  | \$ 3,812.77  | \$ 4,000.00  | \$ 187.23     | 4.91%    |  |  |
|  | \$ 2,334.10  | \$ 3,500.00  | \$ 1,165.90   | 49.95%   |  |  |
|  | \$ 2,388.13  | \$ 3,000.00  | \$ 611.87     | 25.62%   |  |  |
|  | \$ 3,372.21  | \$ 2,000.00  | \$ (1,372.21) | -40.69%  |  |  |
|  | \$ 8,094.44  | \$ 8,500.00  | \$ 405.56     | 5.01%    |  |  |
|  | \$ 1,196.92  | \$ 2,500.00  | \$ 1,303.08   | 108.87%  |  |  |

## CYRENIUS H. BOOTH LIBRARY

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## PROPOSED BUDGET FOR YEAR 2011/2012

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|                                 | Budget 10/11    | Budget 11/12    | Difference     | % Change |
|---------------------------------|-----------------|-----------------|----------------|----------|
| (55) Total Library Operations   | \$ 167,032.00   | \$ 160,970.00   | \$ (6,062.00)  | -3.63%   |
| OCCUPANCY                       |                 |                 |                |          |
| (56) Supplies                   | \$ 4,000.00     | \$ 4,500.00     | \$ 500.00      | 12.50%   |
| (60) Contractual Services       | \$ 42,129.00    | \$ 38,129.00    | \$ (4,000.00)  | -9.49%   |
| (61) Electricity                | \$ 62,000.00    | \$ 68,000.00    | \$ 6,000.00    | 9.68%    |
| (62) Heat                       | \$ 17,000.00    | \$ 11,000.00    | \$ (6,000.00)  | -35.29%  |
| (63) Maintenance                | \$ 4,500.00     | \$ 3,500.00     | \$ (1,000.00)  | -22.22%  |
| (64) Telephone                  | \$ 6,800.00     | \$ 5,500.00     | \$ (1,300.00)  | -19.12%  |
| (65) Water                      | \$ 950.00       | \$ 1,400.00     | \$ 450.00      | 47.37%   |
| (66) Total Occupancy            | \$ 137,379.00   | \$ 132,029.00   | \$ (5,350.00)  | -3.89%   |
| ADMINISTRATION                  |                 |                 |                |          |
| (67) Committees                 | \$ 500.00       | \$ 500.00       | \$ -           | 0.00%    |
| (68) Fund Raising               | \$ 5,000.00     | \$ 11,500.00    | \$ 6,500.00    | 130.00%  |
| (69) Postage/petty cash         | \$ 5,000.00     | \$ 2,500.00     | \$ (2,500.00)  | -50.00%  |
| (70) Professional Service-audit | \$ 7,000.00     | \$ 7,500.00     | \$ 500.00      | 7.14%    |
| (71) Supplies                   | \$ 8,500.00     | \$ 9,500.00     | \$ 1,000.00    | 11.76%   |
| (72) Working contingency        | \$ 2,000.00     | \$ 1,000.00     | \$ (1,000.00)  | -50.00%  |
| (73) Total Administration       | \$ 28,000.00    | \$ 32,500.00    | \$ 4,500.00    | 16.07%   |
| (74) EXPENSE TOTAL              | \$ 1,220,562.00 | \$ 1,238,052.00 | \$ 17,490.00   | 1.43%    |
| CAPITAL RESERVE                 |                 |                 |                |          |
| (75) *Capital Equipment         | \$ 15,000.00    | \$ 10,000.00    | \$ (5,000.00)  | -33.33%  |
| (76) **Capital Repairs          | \$ 65,000.00    | \$ 55,000.00    | \$ (10,000.00) | -15.38%  |
| (77) EXPENSE TOTAL              | \$ 1,300,562.00 | \$ 1,303,052.00 | \$ 2,490.00    | 0.19%    |

|    | Actual 09/10 | Budget 11/12    | Difference    | % Change |
|----|--------------|-----------------|---------------|----------|
| \$ | 126,583.97   | \$ 160,970.00   | \$ 34,386.03  | 27.16%   |
| \$ | 4,360.50     | \$ 4,500.00     | \$ 139.50     | 3.20%    |
| \$ | 37,420.11    | \$ 38,129.00    | \$ 708.89     | 1.89%    |
| \$ | 65,941.56    | \$ 68,000.00    | \$ 2,058.44   | 3.12%    |
| \$ | 11,266.56    | \$ 11,000.00    | \$ (266.56)   | -2.37%   |
| \$ | 3,289.82     | \$ 3,500.00     | \$ 210.18     | 6.39%    |
| \$ | 4,938.55     | \$ 5,500.00     | \$ 561.45     | 11.37%   |
| \$ | 1,322.71     | \$ 1,400.00     | \$ 77.29      | 5.84%    |
| \$ | 128,539.81   | \$ 132,029.00   | \$ 3,489.19   | 2.71%    |
| \$ | -            | \$ 500.00       | \$ 500.00     |          |
| \$ | 4,308.43     | \$ 11,500.00    | \$ 7,191.57   | 166.92%  |
| \$ | 2,429.20     | \$ 2,500.00     | \$ 70.80      | 2.91%    |
| \$ | 7,000.00     | \$ 7,500.00     | \$ 500.00     | 7.14%    |
| \$ | 9,283.42     | \$ 9,500.00     | \$ 216.58     | 2.33%    |
| \$ | 883.29       | \$ 1,000.00     | \$ 116.71     | 13.21%   |
| \$ | 23,904.34    | \$ 32,500.00    | \$ 8,595.66   | 35.96%   |
| \$ | 1,174,011.57 | \$ 1,238,052.00 | \$ 64,040.43  | 5.45%    |
| \$ | 0.00         | \$ 10,000.00    | \$ 10,000.00  |          |
| \$ | 1,292.25     | \$ 55,000.00    | \$ 53,707.75  | 4156.14% |
| \$ | 1,175,303.82 | \$ 1,303,052.00 | \$ 127,748.18 | 10.87%   |

**C.H. Booth Library  
Salary and Benefits Analysis  
Budget FY 11-12**

| Position                    | Annual Salary<br>FY 10-11 | 1.50%<br>Increase | Proposed<br>Annual Salary<br>FY 11-12 | Option 2 *<br>Medical<br>Total | Option 2 *<br>Employee<br>Share | Option 2 *<br>Employer<br>Share | Life **<br>Insurance<br>Employer<br>Share | Long-term **<br>Disability<br>Employer<br>Share | Total<br>Benefits<br>Employer<br>Share |
|-----------------------------|---------------------------|-------------------|---------------------------------------|--------------------------------|---------------------------------|---------------------------------|---|---|--|
| Juv Dept.Head               | 60,216.00                 | 903.24            | 61,119.24                             | 16,776.92                      | 1,677.69                        | 15,099.23                       | 55.80                                     | 171.84  | 15,326.87                              |
| Ref Dept.Head/Assist. Dir.  | 56,160.00                 | 842.40            | 57,002.40                             | 16,776.92                      | 1,677.69                        | 15,099.23                       | 55.80                                     | 133.80  | 15,288.83                              |
| Adult Technical Services    | 48,672.00                 | 730.08            | 49,402.08                             | 21,335.21                      | 2,133.52                        | 19,201.69                       | 55.80                                     | 121.68  | 19,379.17                              |
| Adult/Juv Circulation Clerk | 25,428.00                 | 381.42            | 25,809.42                             | 21,335.21                      | 2,133.52                        | 19,201.69                       | 55.80                                     | 63.60   | 19,321.09                              |
| Bookkeeper                  | 37,799.00                 | 566.99            | 38,365.99                             | 21,335.21                      | 2,133.52                        | 19,201.69                       | 55.80                                     | 94.56   | 19,352.05                              |
| Custodian                   | 39,650.00                 | 594.75            | 40,244.75                             | 21,335.21                      | 2,133.52                        | 19,201.69                       | 55.80                                     | 99.12   | 19,356.61                              |
| Adult Services              | 32,760.00                 | 491.40            | 33,251.40                             | 21,335.21                      | 2,133.52                        | 19,201.69                       | 55.80                                     | 81.96   | 19,339.45                              |
| Director                    | 87,630.40                 | 1,314.46          | 88,944.86                             | 16,776.92                      | 1,677.69                        | 15,099.23                       | 55.80                                     | 219.12  | 15,374.15                              |
| Ref Librarian               | 43,333.00                 | 650.00            | 43,983.00                             | 7,831.57                       | 783.16                          | 7,048.41                        | 55.80                                     | 108.36  | 7,212.57                               |
| Juv. Technical Services     | 28,878.00                 | 433.17            | 29,311.17                             |                                |                                 |                                 |   |   | -                                      |
| Ref Clerk                   | 12,492.00                 | 187.38            | 12,679.38                             |                                |                                 |                                 |   |   | -                                      |
| YA Librarian                | 33,696.00                 | 505.44            | 34,201.44                             |                                |                                 |                                 |   |   | -                                      |
| Ref Librarian-substitute    | 1,000.00                  | 15.00             | 1,015.00                              |                                |                                 |                                 |   |   | -                                      |
| Juv Clerk                   | 7,914.00                  | 118.71            | 8,032.71                              |                                |                                 |                                 |   |   | -                                      |
| Head of Circ                | 30,472.00                 | 457.08            | 30,929.08                             |                                |                                 |                                 |   |   | -                                      |
| Juv Clerk                   | 7,800.00                  | 117.00            | 7,917.00                              |                                |                                 |                                 |   |   | -                                      |
| Adult Clerk                 | 4,680.00                  | 70.20             | 4,750.20                              |                                |                                 |                                 |   |   | -                                      |
| Library Clerk               | 6,273.00                  | 94.10             | 6,367.10                              |                                |                                 |                                 |   |   | -                                      |
| Juv Clerk                   | 11,700.00                 | 175.50            | 11,875.50                             |                                |                                 |                                 |   |   | -                                      |
| Ref Librarian               | 16,568.00                 | 248.52            | 16,816.52                             |                                |                                 |                                 |   |   | -                                      |
| Adult Clerk                 | 10,288.00                 | 154.32            | 10,442.32                             |                                |                                 |                                 |   |   | -                                      |
| Adult/Juv Clerk             | 16,380.00                 | 245.70            | 16,625.70                             |                                |                                 |                                 |   |   | -                                      |
| Ref Librarian               | 9,328.00                  | 139.92            | 9,467.92                              |                                |                                 |                                 |   |   | -                                      |
|                             | 629,117.40                | 9,436.76          | 638,554.16                            | 164,838.38                     | 16,483.84                       | 148,354.54                      | 502.20                                    | 1,094.04  | 149,950.78                             |

\* Option 2 Medical information taken from spreadsheet provided by First Selectwoman. Finance Director indicated that these figures could be used for FY 11-12 (e.g., no need to factor in an additional percentage increase for medical)

\*\* Life and Long-term Disability taken from spreadsheet provided by Finance Director. These amounts reflect 2010-2011 rates; however, it is not anticipated that the rates would be dramatically different for 2011-2012.

**CYRENIUS H BOOTH LIBRARY  
SUNDAY CLOSING ANALYSIS**

**Salary Expense for Sundays  
Fiscal 2011/2012**

| <b>Position</b>             | <b>Rate</b> | <b># of Hours<br/>per Sunday</b> | <b># Sundays Open<br/>(closed 11 Sundays)</b> | <b>Total</b>    |
|-----------------------------|-------------|----------------------------------|---|-----------------|
| Adult/Juv Circulation Clerk | 16.30       | 6                                | 41  | 4,009.80        |
| Ref Librarian               | 24.51       | 5                                | 41  | 5,024.55        |
| Juv Clerk                   | 15.00       | 5                                | 41  | 3,075.00        |
| College Clerk               | 9.00        | 5                                | 41  | 1,845.00        |
| Page                        | 8.25        | 5                                | 41  | 1,691.25        |
| Page                        | 8.25        | 5                                | 41  | 1,691.25        |
| Page                        | 8.25        | 5                                | 41  | <u>1,691.25</u> |
| Total                       |             |                                  |   | 19,028.10       |

**Sunday Usage Statistics**

| <b>Description</b> | <b>Average Number per Sunday</b>  |
|--------------------|-----------------------------------|
| Patrons            | 454                               |
| Circulation        | 2,418 items                       |
| Computer Usage     | 345 persons (69 patrons per hour) |



Cyrenius H. Booth Library

Financial Statements

June 30, 2010 and June 30, 2009



**STUDLEY, WHITE & ASSOCIATES, P.C.**

C E R T I F I E D   P U B L I C   A C C O U N T A N T S

**CYRENIUS H. BOOTH LIBRARY**  
**Financial Statements**  
**June 30, 2010 and June 30, 2009**

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**STUDLEY, WHITE & ASSOCIATES, P.C.**  
C E R T I F I E D   P U B L I C   A C C O U N T A N T S

Donald T. Studley, C.P.A.  
Brian C. White, C.P.A.

August 12, 2010

**INDEPENDENT AUDITOR'S REPORT**

To The Board of Directors  
Cyrenius H. Booth Library

We have audited the accompanying statements of financial position of the Cyrenius H. Booth Library (a nonprofit organization) as of June 30, 2010 and 2009 and the related statements of activities, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of the Cyrenius H. Booth Library's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the Cyrenius H. Booth Library as of June 30, 2010 and 2009, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental information listed in the table of contents is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such supplemental information has been subjected to the auditing procedures applied in the examination of the basic financial statements and in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Studley, White & Associates, P.C.*

STUDLEY, WHITE & ASSOCIATES, P.C.

**CYRENIUS H. BOOTH LIBRARY**  
**Statements of Financial Position**  
**At June 30,**

|   | <u>2010</u>         | <u>2009</u>         |
|---|---------------------|---------------------|
| <b>Assets</b>   |                     |                     |
| Cash and cash equivalents   | \$ 37,135           | \$ 41,522           |
| Cash and cash equivalents - restricted funds  | 136,218             | 140,704             |
| Accounts receivable   | -                   | 674                 |
| Investments   | 93,067              | 105,357             |
| Beneficial interest in perpetual trusts   | 1,266,070           | 1,306,381           |
| Beneficial interest in remainder trust  | 36,360              | 36,360              |
| Land, building, and equipment - at cost (less: accumulated depreciation of \$2,111,368 and \$1,967,150, respectively) | 3,217,076           | 3,339,105           |
| <b>Total Assets</b>   | <u>\$ 4,785,926</u> | <u>\$ 4,970,103</u> |
| <b>Liabilities and Net Assets</b>   |                     |                     |
| <u>Liabilities:</u>   |                     |                     |
| Accounts payable  | \$ 5,182            | \$ 20,996           |
| Accrued payroll and vacation  | 20,295              | 15,411              |
| <b>Total Liabilities</b>  | <u>25,477</u>       | <u>36,407</u>       |
| <u>Net Assets:</u>  |                     |                     |
| Unrestricted – invested in property and equipment   | 3,217,076           | 3,339,105           |
| Unrestricted - designated for capital improvements  | 108,528             | 113,804             |
| Unrestricted and undesignated   | -                   | -                   |
| <b>Total Unrestricted</b>   | <u>3,325,604</u>    | <u>3,452,909</u>    |
| Temporarily restricted  | 67,501              | 73,132              |
| Permanently restricted  | 1,367,344           | 1,407,655           |
| <b>Total Net Assets</b>   | <u>4,760,449</u>    | <u>4,933,696</u>    |
| <b>Total Liabilities and Net Assets</b>   | <u>\$ 4,785,926</u> | <u>\$ 4,970,103</u> |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Statement of Activities**  
**For the Year Ended June 30, 2010**

|   | <u>Unrestricted</u> | <u>Temporarily<br/>Restricted</u> | <u>Permanently<br/>Restricted</u> | <u>Total</u> |
|---|---------------------|-----------------------------------|-----------------------------------|--------------|
| <u>Revenues, Gains and Other Support:</u>                                       |                     |                                   |                                   |              |
| Town grant  | \$ 1,007,953        | \$ -                              | \$ -                              | \$ 1,007,953 |
| State Grants  | 4,895               | -                                 | -                                 | 4,895        |
| Contributions and bequests  | 40,550              | 117,960                           | -                                 | 158,510      |
| Investment income (loss)  | 66,448              | 451                               | (40,311)                          | 26,588       |
| Photocopy revenue   | 6,525               | -                                 | -                                 | 6,525        |
| Fines and sales   | 35,106              | -                                 | -                                 | 35,106       |
| Programs  | 1,396               | -                                 | -                                 | 1,396        |
| Total Revenues and Gains (losses)   | 1,162,873           | 118,411                           | (40,311)                          | 1,240,973    |
| Net assets released from restrictions -<br>satisfaction of program restrictions | 124,042             | (124,042)                         | -                                 | -            |
| Total Revenues, Gains and<br>Other Support                                      | 1,286,915           | (5,631)                           | (40,311)                          | 1,240,973    |
| <u>Expenses:</u>  |                     |                                   |                                   |              |
| Library services  | 1,228,385           | -                                 | -                                 | 1,228,385    |
| Management and general  | 152,022             | -                                 | -                                 | 152,022      |
| Fund raising  | 33,813              | -                                 | -                                 | 33,813       |
| Total Expenses  | 1,414,220           | -                                 | -                                 | 1,414,220    |
| Increase (decrease) in Net Assets   | (127,305)           | (5,631)                           | (40,311)                          | (173,247)    |
| Net Assets, July 1, 2009  | 3,452,909           | 73,132                            | 1,407,655                         | 4,933,696    |
| Net Assets, June 30, 2010   | \$ 3,325,604        | \$ 67,501                         | \$ 1,367,344                      | \$ 4,760,449 |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Statement of Activities**  
**For the Year Ended June 30, 2009**

|   | <u>Unrestricted</u> | <u>Temporarily<br/>Restricted</u> | <u>Permanently<br/>Restricted</u> | <u>Total</u> |
|---|---------------------|-----------------------------------|-----------------------------------|--------------|
| <u>Revenues, Gains and Other Support:</u>                                       |                     |                                   |                                   |              |
| Town grant  | \$ 1,007,953        | \$ -                              | \$ -                              | \$ 1,007,953 |
| State Grants  | 4,864               | -                                 | -                                 | 4,864        |
| Contributions and bequests  | 50,670              | 91,064                            | -                                 | 141,734      |
| Investment income (loss)  | 65,201              | 673                               | (347,195)                         | (281,321)    |
| Photocopy revenue   | 5,450               | -                                 | -                                 | 5,450        |
| Fines and sales   | 40,796              | -                                 | -                                 | 40,796       |
| Programs  | 1,281               | -                                 | -                                 | 1,281        |
| Total Revenues and Gains (losses)   | 1,176,215           | 91,737                            | (347,195)                         | 920,757      |
| Net assets released from restrictions -<br>satisfaction of program restrictions | 98,642              | (98,642)                          | -                                 | -            |
| Total Revenues, Gains and<br>Other Support                                      | 1,274,857           | (6,905)                           | (347,195)                         | 920,757      |
| <u>Expenses:</u>  |                     |                                   |                                   |              |
| Library services  | 1,264,335           | -                                 | -                                 | 1,264,335    |
| Management and general  | 140,980             | -                                 | -                                 | 140,980      |
| Fund raising  | 27,750              | -                                 | -                                 | 27,750       |
| Total Expenses  | 1,433,065           | -                                 | -                                 | 1,433,065    |
| Increase (decrease) in Net Assets   | (158,208)           | (6,905)                           | (347,195)                         | (512,308)    |
| Net Assets, July 1, 2008  | 3,611,117           | 80,037                            | 1,754,850                         | 5,446,004    |
| Net Assets, June 30, 2009   | \$ 3,452,909        | \$ 73,132                         | \$ 1,407,655                      | \$ 4,933,696 |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Statements of Cash Flows**  
**For the Years Ended June 30,**

|   | <u>2010</u>       | <u>2009</u>       |
|---|-------------------|-------------------|
| <b>Cash flows from operating activities:</b>  |                   |                   |
| Change in net assets  | \$ (173,247)      | \$ (512,308)      |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: |                   |                   |
| Depreciation  | 144,218           | 148,985           |
| Realized and unrealized (gains) losses on investments                                       | 40,373            | 349,329           |
| Changes in assets and liabilities:  |                   |                   |
| (Increase) decrease in accounts receivable  | 674               | (674)             |
| Increase (decrease) in accounts payable   | (15,814)          | 10,134            |
| Increase (decrease) in accrued expenses   | 4,884             | 2,126             |
| Net cash provided (used) by operating activities  | <u>1,088</u>      | <u>(2,408)</u>    |
| <b>Cash flows from investing activities:</b>  |                   |                   |
| Purchase of fixed assets  | (22,189)          | (2,476)           |
| Sale (purchase) of investments, net   | 12,228            | (19,223)          |
| Net cash provided (used) by investing activities  | <u>(9,961)</u>    | <u>(21,699)</u>   |
| Net increase (decrease) in cash and cash equivalents  | (8,873)           | (24,107)          |
| Cash and cash equivalents, July 1   | 182,226           | 206,333           |
| Cash and cash equivalents, June 30  | <u>\$ 173,353</u> | <u>\$ 182,226</u> |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Statement of Functional Expenses**  
**For the Year Ended June 30, 2010**

|                                     | <u>Library<br/>Services</u> | <u>Management<br/>and<br/>General</u> | <u>Fundraising</u> | <u>Total</u>        |
|-------------------------------------|-----------------------------|---------------------------------------|--------------------|---------------------|
| Salaries                            | \$ 591,352                  | \$ 83,485                             | \$ 20,871          | \$ 695,708          |
| Payroll taxes and fringe benefits   | 151,449                     | 43,840                                | 3,986              | 199,275             |
| Total Salaries and Related Expenses | <u>742,801</u>              | <u>127,325</u>                        | <u>24,857</u>      | <u>894,983</u>      |
| Books                               | 80,893                      | -                                     | -                  | 80,893              |
| Bibliomation                        | 44,762                      | -                                     | -                  | 44,762              |
| Programs                            | 21,443                      | -                                     | -                  | 21,443              |
| Databases                           | 11,583                      | -                                     | -                  | 11,583              |
| Periodicals                         | 3,813                       | -                                     | -                  | 3,813               |
| Audio visual/CD's                   | 15,175                      | -                                     | -                  | 15,175              |
| Legal and accounting fees           | -                           | 7,000                                 | -                  | 7,000               |
| Supplies                            | 9,257                       | 191                                   | 95                 | 9,543               |
| Building supplies                   | 4,230                       | 131                                   | -                  | 4,361               |
| Telephone                           | 4,791                       | 99                                    | 49                 | 4,939               |
| Postage and shipping                | 2,234                       | 146                                   | 49                 | 2,429               |
| Occupancy                           | 74,604                      | 2,356                                 | 1,571              | 78,531              |
| Equipment and maintenance           | 10,427                      | -                                     | -                  | 10,427              |
| Contractual services                | 65,141                      | 3,429                                 | -                  | 68,570              |
| Training                            | 1,197                       | -                                     | -                  | 1,197               |
| Memberships                         | 1,910                       | -                                     | -                  | 1,910               |
| Fundraising expenses                | -                           | -                                     | 4,308              | 4,308               |
| Miscellaneous                       | -                           | 4,135                                 | -                  | 4,135               |
| Total Expenses Before Depreciation  | <u>1,094,261</u>            | <u>144,812</u>                        | <u>30,929</u>      | <u>1,270,002</u>    |
| Depreciation                        | <u>134,124</u>              | <u>7,210</u>                          | <u>2,884</u>       | <u>144,218</u>      |
| Total Expenses                      | <u>\$ 1,228,385</u>         | <u>\$ 152,022</u>                     | <u>\$ 33,813</u>   | <u>\$ 1,414,220</u> |

See accompanying notes to financial statements.



**CYRENIUS H. BOOTH LIBRARY**  
**Statement of Functional Expenses**  
**For the Year Ended June 30, 2009**

|                                     | <u>Library<br/>Services</u> | <u>Management<br/>and<br/>General</u> | <u>Fundraising</u> | <u>Total</u>        |
|-------------------------------------|-----------------------------|---------------------------------------|--------------------|---------------------|
| Salaries                            | \$ 575,467                  | \$ 82,294                             | \$ 13,119          | \$ 670,880          |
| Payroll taxes and fringe benefits   | 141,851                     | 34,807                                | 3,053              | 179,711             |
| Total Salaries and Related Expenses | <u>717,318</u>              | <u>117,101</u>                        | <u>16,172</u>      | <u>850,591</u>      |
| Books                               | 102,529                     | -                                     | -                  | 102,529             |
| Bibliomation                        | 44,214                      | -                                     | -                  | 44,214              |
| Programs                            | 15,786                      | -                                     | -                  | 15,786              |
| Databases                           | 13,885                      | -                                     | -                  | 13,885              |
| Periodicals                         | 4,778                       | -                                     | -                  | 4,778               |
| Audio visual/CD's                   | 19,591                      | -                                     | -                  | 19,591              |
| Legal and accounting fees           | -                           | 7,000                                 | -                  | 7,000               |
| Supplies                            | 8,409                       | 173                                   | 87                 | 8,669               |
| Building supplies                   | 4,222                       | 131                                   | -                  | 4,353               |
| Telephone                           | 6,015                       | 124                                   | 62                 | 6,201               |
| Postage and shipping                | 3,374                       | 220                                   | 73                 | 3,667               |
| Utilities                           | 79,749                      | 2,518                                 | 1,679              | 83,946              |
| Equipment and maintenance           | 41,294                      | -                                     | -                  | 41,294              |
| Contractual services                | 61,405                      | 3,232                                 | -                  | 64,637              |
| Training                            | 1,260                       | -                                     | -                  | 1,260               |
| Memberships                         | 1,950                       | -                                     | -                  | 1,950               |
| Fundraising expenses                | -                           | -                                     | 6,697              | 6,697               |
| Miscellaneous                       | -                           | 3,032                                 | -                  | 3,032               |
| Total Expenses Before Depreciation  | <u>1,125,779</u>            | <u>133,531</u>                        | <u>24,770</u>      | <u>1,284,080</u>    |
| Depreciation                        | <u>138,556</u>              | <u>7,449</u>                          | <u>2,980</u>       | <u>148,985</u>      |
| Total Expenses                      | <u>\$ 1,264,335</u>         | <u>\$ 140,980</u>                     | <u>\$ 27,750</u>   | <u>\$ 1,433,065</u> |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 1 - Summary of Significant Accounting Policies**

The significant accounting policies followed by the Cyrenius H. Booth Library (the Library) are described below to enhance the usefulness of the financial statements to the reader.

***Basis of Accounting***

The Library's financial statements have been prepared on the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when incurred regardless of when received or paid in cash.

***Financial Statement Presentation***

To ensure observance of limitations and restrictions placed on the use of resources available to the Library, the accounts of the Library are maintained in the following net asset categories:

Unrestricted

Unrestricted net assets represent available resources other than donor restricted contributions. Included in unrestricted net assets are grants and contracts which may be earmarked for specific purposes.

Temporarily Restricted

Temporarily restricted net assets represent contributions that are restricted by the donor either as to purpose or as to time of expenditure.

Permanently Restricted

Permanently restricted net assets represent contributions received with the donor restriction that the principal be invested in perpetuity and that only the income earned thereon be available for operations.

***Contributions***

The Library reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

***Cash and Cash Equivalents***

Cash and cash equivalents consists of checking, savings, money market accounts and N.O.W. accounts.

***Investment Valuation***

Investments in equity securities with readily determinable fair values and all investments in debt securities are reported at fair value with gains and losses included in the Statement of Activities. Realized gains and losses on sales of investments are computed using the specific identification method.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

---

**Note 1 - Summary of Significant Accounting Policies (Continued)**

***Inexhaustible Collections and Books***

Because the values of the existing inexhaustible collections, including research books, are not readily determinable, the Library has not capitalized them. Books used in the circulating Library have also not been capitalized.

***Income Tax Status***

The Cyrenius H. Booth Library is a nonprofit organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has also ruled that it is not a private foundation.

***Property and Equipment***

Property and equipment are stated at cost or at their estimated fair value at date of donation.

Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

| <b>Assets</b>           | <b>Useful Life</b> |
|-------------------------|--------------------|
| Buildings               | 40 years           |
| Computers and equipment | 5 years            |
| Building improvements   | 10 years           |
| Furnishings             | 10 years           |

Additions and betterments of \$1,000 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

***Contributed Services***

The Library generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Library in carrying out their mission. The value of contributed services is not reflected in these financial statements since the services provided do not meet the requirements for financial reporting.

***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements. They also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

---

**Note 1 - Summary of Significant Accounting Policies (Continued)**

***Functional Expenses***

The Library allocates its expenses on a functional basis among its various programs. Expenses that can be identified with a specific program are allocated directly according to their natural expense classification.

***Risks and Uncertainties***

The Library invests in investment securities which may be exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with investment securities and the level of uncertainty related to changes in the value of investment securities, it is at least reasonably possible that changes in risk factors in the near term could materially affect the amounts reported in the statements of financial position and activities and these amounts could be material based on the significant market fluctuations in 2010 and 2009.

***Recent Accounting Pronouncements***

In June 2009, the Financial Accounting Standards Board (FASB) approved the FASB Accounting Standards Codification (Codification) as the single source of authoritative nongovernmental U.S. Generally Accepted Accounting Principles (U.S. GAAP). The Codification does not change current U.S. GAAP but is intended to simplify user access to all authoritative U.S. GAAP by providing all the authoritative literature related to a particular topic in one place. All existing accounting standard documents were superseded and all other accounting literature not included in the Codification is considered nonauthoritative. The Codification was effective for interim and annual periods ending after September 15, 2009. The Codification did not have an impact on the Library's financial statements.

In May 2009, the FASB issued guidance establishing general standards of accounting for and disclosure of subsequent events, which are events occurring after the year end reporting date but before the date the financial statements are issued or available to be issued. This guidance also requires entities to disclose the date through which subsequent events have been evaluated. The Library adopted the provisions of this guidance for the year ending June 30, 2010 and the effect is disclosed in Note 10.

***Reclassifications***

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

**Note 2 - Investments**

Investments which consist of corporate stock and certificates of deposit are presented in the financial statements at fair value and are summarized as follows:

|                         | 2010       |           | 2009       |            |
|-------------------------|------------|-----------|------------|------------|
|                         | Fair Value | Cost      | Fair Value | Cost       |
| Certificates of Deposit | \$ 68,297  | \$ 68,297 | \$ 80,675  | \$ 80,675  |
| Equities                | 24,770     | 20,610    | 24,682     | 20,461     |
| Total Investments       | \$ 93,067  | \$ 88,907 | \$ 105,357 | \$ 101,136 |

The Library groups its financial assets measured at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value.

- Level 1 - Valuation is based on quoted prices in active markets for identical assets or liabilities. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities.
- Level 2 - Valuation is based on observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3 - Valuation is based on unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

All of the Library's investments are in cash, publicly traded securities or held in trusts which are invested in publically traded securities, or commingled funds, including common trust funds that are invested in publicly traded securities. Fair value for these investments is based on quoted market prices and published net asset values.

All of the Library's investments and assets held in trust are classified as Level 1 at June 30, 2010 and 2009.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

**Note 2 – Investments (Continued)**

Investment income consists of the following:

|   | <u>2010</u>      | <u>2009</u>         |
|---|------------------|---------------------|
| Dividends and interest                                    | \$ 5,016         | \$ 5,486            |
| Realized and unrealized gains (losses) - perpetual trusts | (40,311)         | (347,194)           |
| Realized and unrealized gains (losses) - other            | (61)             | (2,135)             |
| Distributions from perpetual trusts                       | 61,944           | 62,522              |
| Total return (loss) on investments                        | <u>\$ 26,588</u> | <u>\$ (281,321)</u> |

The allocation of the beneficial interest in trusts and restricted cash and investments at June 30, 2010 and June 30, 2009 is shown in the table below:

|                                   | <u>Beneficial Interest in Trusts</u> |                         |                         |                     |
|-----------------------------------|--------------------------------------|-------------------------|-------------------------|---------------------|
|                                   | <u>Holcombe<br/>Trust</u>            | <u>Knotts<br/>Trust</u> | <u>Hawley<br/>Trust</u> | <u>Total</u>        |
| Permanently restricted net assets | \$ -                                 | \$ 286,149              | \$ 979,922              | \$ 1,266,071        |
| Temporarily restricted net assets | 36,360                               | -                       | -                       | 36,360              |
| Unrestricted net assets           | -                                    | -                       | -                       | -                   |
| Investments at June 30, 2010      | <u>\$ 36,360</u>                     | <u>\$ 286,149</u>       | <u>\$ 979,922</u>       | <u>\$ 1,302,431</u> |

|                                   | <u>Restricted<br/>Cash</u>         | <u>Investments</u>                                 |                              |                   |
|-----------------------------------|------------------------------------|--|------------------------------|-------------------|
|                                   | <u>Newtown<br/>Savings<br/>MMD</u> | <u>Newtown<br/>Savings<br/>Capital<br/>Reserve</u> | <u>Other<br/>Investments</u> | <u>Total</u>      |
| Permanently restricted net assets | \$ 101,273                         | \$ -   | \$ -                         | \$ 101,273        |
| Temporarily restricted net assets | 31,141                             | -  | -                            | 31,141            |
| Unrestricted net assets           | 3,804                              | 68,297   | 24,770                       | 96,871            |
| Investments at June 30, 2010      | <u>\$ 136,218</u>                  | <u>\$ 68,297</u>                                   | <u>\$ 24,770</u>             | <u>\$ 229,285</u> |

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

**Note 2 – Investments (Continued)**

|                                   | <b>Beneficial Interest in Trusts</b> |                         |                         | <b>Total</b>        |
|-----------------------------------|--------------------------------------|-------------------------|-------------------------|---------------------|
|                                   | <b>Holcombe<br/>Trust</b>            | <b>Knotts<br/>Trust</b> | <b>Hawley<br/>Trust</b> |                     |
| Permanently restricted net assets | \$ -                                 | \$ 269,521              | \$ 1,036,861            | \$ 1,306,382        |
| Temporarily restricted net assets | 36,360                               | -                       | -                       | 36,360              |
| Unrestricted net assets           | -                                    | -                       | -                       | -                   |
| Investments at June 30, 2009      | <u>\$ 36,360</u>                     | <u>\$ 269,521</u>       | <u>\$ 1,036,861</u>     | <u>\$ 1,342,742</u> |

|                                   | <b>Restricted<br/>Cash</b>         | <b>Investments</b>                                 |                              | <b>Total</b>      |
|-----------------------------------|------------------------------------|--|------------------------------|-------------------|
|                                   | <b>Newtown<br/>Savings<br/>MMD</b> | <b>Newtown<br/>Savings<br/>Capital<br/>Reserve</b> | <b>Other<br/>Investments</b> |                   |
| Permanently restricted net assets | \$ 101,274                         | \$ -   | \$ -                         | \$ 101,274        |
| Temporarily restricted net assets | 36,772                             | -  | -                            | 36,772            |
| Unrestricted net assets           | 2,658                              | 80,675   | 24,682                       | 108,015           |
| Investments at June 30, 2009      | <u>\$ 140,704</u>                  | <u>\$ 80,675</u>                                   | <u>\$ 24,682</u>             | <u>\$ 246,061</u> |

The Library is also the beneficiary of the Knotts and Hawley trusts in which the donors have established perpetual trusts administered by a bank as trustee. Under the terms of the trusts, the Library has the irrevocable right to receive distributions of trust income in perpetuity. The assets of these trusts are recorded as permanently restricted assets.

By the terms of these trusts an original principal sum was invested as an endowment with the income to be used for general library operations. Recent changes in the law governing trusts give the third party trustee broad powers to distribute capital gains as well as interest and dividend income. The trustees determine the annual distribution to the library based on its determination of what it believes to be fair and reasonable to impartially balance the present and future needs of the Library. The trustees have applied a 4.0% rate to the 20-quarter average of the trust's fair market value to determine the annual distribution from the trusts. The original principal of the Hawley trust was \$250,000.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

**Note 3 - Land, Buildings, Furniture and Equipment**

Land, building, furniture and equipment consist of the following:

|   | <u>2010</u>         | <u>2009</u>         |
|---|---------------------|---------------------|
| Land  | \$ 20,040           | \$ 20,040           |
| Building                                      | 4,295,681           | 4,295,681           |
| Building improvements                         | 244,860             | 244,860             |
| Computer equipment                            | 221,510             | 221,510             |
| Furniture and equipment                       | 546,353             | 524,164             |
|   | <u>5,328,444</u>    | <u>5,306,255</u>    |
| Accumulated depreciation                      | <u>(2,111,368)</u>  | <u>(1,967,150)</u>  |
| Total land, building, furniture and equipment | <u>\$ 3,217,076</u> | <u>\$ 3,339,105</u> |

**Note 4 - Restricted Net Assets**

Temporarily restricted net assets represent the income from certain contributed funds which assets must be used to purchase books or other items as restricted by the donors.

Temporarily restricted net assets also include the assets of a charitable remainder trust which the Library will receive on the death of the income beneficiary.

Temporarily restricted net assets at June 30, 2010 and 2009 are available for the following purposes:

|  | <u>2010</u>      | <u>2009</u>      |
|--|------------------|------------------|
| Brush fund - genealogy room            | \$ 4,642         | \$ 6,415         |
| Landau fund - fine arts and theater    | 4,291            | 4,271            |
| Fairchild fund - general interest      | 650              | 637              |
| Blakeman fund - girls                  | 60               | 57               |
| Juvenile department                    | 1,460            | 1,760            |
| Children department                    | 326              | 498              |
| Creative writing                       | 4,972            | 7,810            |
| Audio - visual                         | 6,162            | 5,283            |
| Sensory story time                     | 3,668            |                  |
| Friends of the Booth Library - various | 4,910            | 10,041           |
| Holcombe trust - general operations    | 36,360           | 36,360           |
|  | <u>\$ 67,501</u> | <u>\$ 73,132</u> |



**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 4 - Restricted Net Assets (Continued)**

Permanently restricted net assets represent investments in perpetuity, the income of which is expendable to support:

|                                      | <u>2010</u>         | <u>2009</u>         |
|--------------------------------------|---------------------|---------------------|
| Brush fund - genealogy room          | \$ 11,978           | \$ 11,978           |
| Landau fund - fine arts and theater  | 12,975              | 12,975              |
| Smith fund - children's department   | 13,588              | 13,588              |
| Fairchild fund - general interest    | 1,000               | 1,000               |
| Blakeman fund - girls                | 300                 | 300                 |
| Praxair Foundation - music endowment | 2,500               | 2,500               |
| Hawley Trust - general operations    | 979,922             | 1,036,861           |
| Knotts Trust - general operations    | 286,149             | 269,521             |
| Vollmers fund - general operations   | 58,932              | 58,932              |
|                                      | <u>\$ 1,367,344</u> | <u>\$ 1,407,655</u> |

**Note 5 - Pension Plan**

The Library participates in the Town of Newtown Pension Plan for Board of Selectmen and Board of Education Personnel which is a single-employer, public employee retirement system. Employees are eligible for enrollment in the plan after six months of full time service. Employees are required to contribute 2% of base earnings to the plan. The Town of Newtown contributes the employer portion to the plan.

**Note 6 - Employee Annuity Plan**

The Library has a tax deferred annuity plan covering employees of the Library. Contributions are voluntary and the Library does not pay for any of these benefits.

**Note 7 - Commitments and Contingencies**

The Library receives a substantial amount of its support from state and local governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Library's programs and activities.

**Note 8 - Related Parties**

The Cyrenius H. Booth Library received \$110,360 and \$76,064 in contributions from the Friends of the Cyrenius H. Booth Library for the years ended June 30, 2010 and 2009, respectively. The Friends of the Cyrenius H. Booth Library is a separately incorporated not-for-profit organization formed to raise funds from special fund raising events to promote the use and appreciation of the Library.

**CYRENIUS H. BOOTH LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2010**

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**Note 9 – Concentration of Credit Risk**

The Library's non-interest bearing checking account is covered by unlimited insurance through the Federal Deposit Insurance Corporation. The Library did not maintain other cash balances at banks that exceeded the \$250,000 limit insured by the Federal Deposit Insurance Corporation.

**Note 10 – Subsequent Events**

Management has evaluated subsequent events through August 12, 2010, which is the date the financial statements were available to be issued. There were no subsequent events that require disclosure.

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**CYRENIUS H. BOOTH LIBRARY**  
**Unrestricted Assets**  
**Schedule of Revenues and Expenses - Actual vs. Budget**  
**For the Year Ended June 30, 2010**

|                                    | Actual           | Budget           | Over/(Under)<br>Variance |
|------------------------------------|------------------|------------------|--------------------------|
| <b>Revenues:</b>                   |                  |                  |                          |
| Town grant                         | \$ 1,007,953     | \$ 1,007,953     | \$ -                     |
| Other grants                       | 10,145           | 15,000           | (4,855)                  |
| Contributions and fund raising     | 42,900           | 61,000           | (18,100)                 |
| Contributions - Friends of Library | 110,360          | 100,236          | 10,124                   |
| Investment income                  | 66,961           | 78,000           | (11,039)                 |
| Photo copy revenue                 | 6,525            | 6,500            | 25                       |
| Fines and sales                    | 31,615           | 37,000           | (5,385)                  |
| Miscellaneous                      | 3,492            | 5,000            | (1,508)                  |
| <b>Total Revenues</b>              | <b>1,279,951</b> | <b>1,310,689</b> | <b>(30,738)</b>          |
| <b>Expenses:</b>                   |                  |                  |                          |
| Personnel                          | 834,566          | 826,998          | 7,568                    |
| Library Operations                 |                  |                  |                          |
| Maintenance                        | 1,325            | 2,500            | (1,175)                  |
| Equipment                          | 3,890            | 3,100            | 790                      |
| Contractual services               | 31,150           | 30,400           | 750                      |
| A/V software                       | 6,496            | 6,600            | (104)                    |
| Bibliomation                       | 44,762           | 45,000           | (238)                    |
| Binding/miscellaneous              | 14               | 500              | (486)                    |
| Books                              | 14,151           | 52,000           | (37,849)                 |
| Books - spec. funds                | 2,394            | 1,190            | 1,204                    |
| Databases                          | 7,388            | 7,850            | (462)                    |
| Memberships                        | 1,910            | 2,500            | (590)                    |
| Periodicals                        | 3,813            | 4,000            | (187)                    |
| Programs                           | 8,094            | 8,500            | (406)                    |
| Training                           | 1,197            | 1,760            | (563)                    |
| <b>Total Library Operations</b>    | <b>126,584</b>   | <b>165,900</b>   | <b>(39,316)</b>          |

See accompanying notes to financial statements.

**CYRENIUS H. BOOTH LIBRARY**  
**Unrestricted Assets**  
**Schedule of Revenues and Expenses - Actual vs. Budget**  
**For the Year Ended June 30, 2010**

|  | Actual              | Budget           | Over/(Under)<br>Variance |
|--|---------------------|------------------|--------------------------|
| <u>Occupancy</u>   |                     |                  |                          |
| Supplies   | 4,360               | 4,000            | 360                      |
| Salary and benefits  | 60,418              | 59,305           | 1,113                    |
| Contractual services   | 37,420              | 35,000           | 2,420                    |
| Electricity  | 65,940              | 62,000           | 3,940                    |
| Heat   | 11,267              | 17,000           | (5,733)                  |
| Maintenance  | 3,290               | 4,500            | (1,210)                  |
| Telephone  | 4,939               | 6,800            | (1,861)                  |
| Water  | 1,323               | 950              | 373                      |
| <b>Total Occupancy</b>   | <b>188,957</b>      | <b>189,555</b>   | <b>(598)</b>             |
| <u>Administration</u>  |                     |                  |                          |
| Committees   | -                   | 500              | (500)                    |
| Fund raising   | 4,308               | 5,000            | (692)                    |
| Postage/petty cash   | 2,429               | 5,000            | (2,571)                  |
| Professional Service-Audit   | 7,000               | 7,000            | -                        |
| Supplies   | 9,283               | 8,500            | 783                      |
| Working contingency  | 883                 | 2,000            | (1,117)                  |
| <b>Total Administration</b>  | <b>23,903</b>       | <b>28,000</b>    | <b>(4,097)</b>           |
| Friends of Library expenditures                                      | 115,491             | 100,236          | (7,694)                  |
| <b>Total Expenses</b>  | <b>1,289,501</b>    | <b>1,310,689</b> | <b>(36,443)</b>          |
| Excess of expenses over revenues                                     | (9,550)             | -                | 5,705                    |
| <b>Reconciliation to statement of activities:</b>                    |                     |                  |                          |
| Capital reserve  | (1,295)             |                  |                          |
| Unrealized investment gains (losses)                                 | (40,373)            |                  |                          |
| Depreciation   | (144,218)           |                  |                          |
| Assets capitalized   | 22,189              |                  |                          |
|  | (163,697)           |                  |                          |
| <b>Increase (decrease) in net assets per statement of activities</b> | <b>\$ (173,247)</b> |                  |                          |

See accompanying notes to financial statements.

490 LAND USE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Land Use Agency responsibilities include administration interpretation and enforcement of the Newtown Zoning, Aquifer Protection, Forestry Practices, Open Space and Inland Wetland and Watercourses Regulations. The Agency is advisory and administrative staff for the Planning and Zoning, Inland Wetlands and Watercourses and Conservation Commissions and The Zoning Board of Appeals. While accomplishing the above responsibilities the Land Use Agency performs a number of functions including:

1. Pre- application reviews with potential developers.
2. Review of commercial and residential development applications.
3. Plans for orderly Town development, including but not limited to roads, sidewalks, zone uses, utilities, public lands and emergency services.
4. New business use and location assessment.
5. Review building permits and certificates of occupancy.
6. Authorize first cuts and lot line revisions
7. Member of the Health Panel Review Board.
8. Manages open space reviews and acquisitions for Town purchases and subdivisions.
9. Apply for and manage open space grant funding.
10. Supervise Intern Program in conjunction with the Public Works and GIS Departments.
11. Coordinates the USGS and Town Stream Gages.
12. Manages the FEMA Flood Plain Programs
13. Applies for and manages grants from the State of CT.
14. Responds to all resident complaints concerning land use violations.
15. Issues Notices of Violations and Cease and Desist Orders.
16. Coordinates with Town attorneys on legal actions and law suits.
17. Serves as Town staff for any environmental issues.
18. Serve as support for the Pootatuck Watershed Association Fairfield Hills Authority, Economic Development Commission, Legislative Council, Board of Finance, Board of Selectmen, Town Assessor, Town Clerk and Tax Collector.

BUDGET COMMENTARY

Budget increase over prior year is due to the new contract with USGS.

## 490 LAND USE

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

#### Land Use Agency Accomplishments, 2010 – 2011 & Prior

1. The Deputy Director reviewed, negotiated and managed all Open Space proposals, submitting the proposals to P & Z, Legislative Council and the Board of Selectmen.
2. The Deputy Director has applied for and received grants from various sources.
3. The Land Use Agency staff reviewed the potential development of property being assessed for Town purchase (i.e. tech park; animal control facility).
4. The Agency staff coordinated the USGS mod-flow model project of the Pootatuck River and is completing our aquifer Level A mapping to be submitted to CT DEP. The mod-flow model will be a tool in the planning process for the town.
5. The Agency staff conducted biannual water quality sampling of 24 sites across the town including the Pootatuck River, Deep Brook, Pond Brook and various tributaries.
6. The Agency staff, in conjunction with the Newtown Fish and Game Club, conducted biannual water quality sampling of Taunton Pond.
7. The Land Use Agency intern program has employed students from Bard College, Connecticut College, Vassar College, University of Vermont, University of Albany, and most recently Yale University.
8. The Agency has reviewed and coordinated a housing needs study.
9. The Agency has assisted in coordinating legal cases for Housatonic Railroad and the United Water Brookfield Diversion.
10. Digitized a majority of the paper plans associated with Planning and Zoning.

#### Land Use Agency Goals for 2011-2012

1. Complete USGS Pootatuck River mod-flow model and level A aquifer mapping including the stream gage installation along Pootatuck.
2. Coordinate final stream gage installation for town.
3. Expand our Open Space initiatives to include long-term assessment of purchases and funding sources.
4. Complete indexing of Town-owned Open Space and establish an Open Space Ordinance to facilitate property management.
5. Coordinate existing and potential grants
6. Coordinate the revision for the Plan of Conservation and Development.
7. Implement software to computerize our permit process.
8. Review the sidewalk program; develop and implement.
9. Continue our intern program which, at minimal cost, which has produced valuable information for the town.

|  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                       |                     |                        |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------|---------------------|------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN | BOARD OF<br>FINANCE | LEGISLATIVE<br>COUNCIL |
| <b>490 LAND USE</b>                    |                     |                     |                                |                                  |                  |                       |                     |                        |
| 01490 1001 LAND USE AGENCY DIRECTOR    | 74,667              | 74,675              | 74,675                         | 74,675                           | 74,675           | 74,675                |                     |                        |
| 01490 1002 ADMINISTRATION              | 326,875             | 289,787             | 295,016                        | 295,016                          | 298,111          | 298,111               |                     |                        |
| 01490 1004 COURT STENOGRAPHER          | 1,329               | 2,502               | 3,000                          | 3,000                            | 3,000            | 3,000                 |                     |                        |
| 01490 2014 DUES, SUBSCRIPTIONS, TRAVEL | 2,747               | 3,000               | 3,000                          | 3,000                            | 3,000            | 3,000                 |                     |                        |
| 01490 2025 MAPS & PRINTING             | 275                 | 3,473               | 1,500                          | 1,500                            | 1,500            | 1,500                 |                     |                        |
| 01490 2026 OPEN SPACE INDEXING         | 9,766               | 1,228               | 5,000                          | 5,000                            | 5,000            | 5,000                 |                     |                        |
| 01490 2034 CLOTHING                    | 622                 | 602                 | 975                            | 975                              | 975              | 975                   |                     |                        |
| 01490 4060 CONTRACTUAL SERVICES        | 26,787              | 30,127              | 5,000                          | 5,000                            | 27,800           | 27,800                |                     |                        |
| 01490 4061 LEGAL SERVICES              | 102,239             | 137,608             | 70,000                         | 70,000                           | 70,000           | 70,000                |                     |                        |
| 01490 5080 CAPITAL                     | 3,339               | 971                 | 2,400                          | 2,400                            | 2,400            | 2,400                 |                     |                        |
| TOTAL LAND USE                         | 548,646             | 543,973             | 460,566                        | 460,566                          | 486,461          | 486,461               | -                   | -                      |

## LAND USE - POSITION SCHEDULE

| <u>Account / Position Classification</u>   | <u>2010 - 2011 Amended Budget</u> |  | <u>2011 - 2012 Requested Budget</u> |   | <u>Increase / (Decrease)</u> |               |
|--|-----------------------------------|--|-------------------------------------|---|------------------------------|---------------|
|  | <u>Authorized Positions</u>       | <u>Salary Step</u><br><u>Budget Amount</u> | <u>Requested Positions</u>          | <u>Salary Step</u><br><u>Budget Request</u> | <u>Positions</u>             | <u>Budget</u> |
| <b>01490 1001 LAND USE AGENCY DIRECTOR</b> |                                   |  |                                     |   |                              |               |
| Land Use Director                          | 1                                 | 74,675                                     | 1                                   | 74,675                                      | 0                            | -             |
| <b>01490 1002 ADMINISTRATION</b>           |                                   |  |                                     |   |                              |               |
| Deputy Director                            | 1                                 | 69,525                                     | 1                                   | 69,525                                      | 0                            | -             |
| Zoning Liaison Officer                     | 1                                 | 29,620                                     | 1                                   | 29,620                                      | 0                            | -             |
| Zoning Enforcement Officer***              | 1                                 | 56,732                                     | 1                                   | 57,725                                      | 0                            | 993           |
| Conservation Officer***                    | 1                                 | 48,619                                     | 1                                   | 49,469                                      | 0                            | 850           |
| Administrative Assistant***                | 1                                 | 39,988                                     | 1                                   | 40,688                                      | 0                            | 700           |
| Secretary***                               | 1                                 | 31,532                                     | 1                                   | 32,084                                      | 0                            | 552           |
| Part Time Zoning Enforcement Officer       | 1                                 | 19,000                                     | 1                                   | 19,000                                      | 0                            |               |
|  |                                   | 295,016                                    |                                     | 298,111                                     |                              | 3,095         |
| <b>01490 1004 COURT STENOGRAPHER</b>       |                                   |  |                                     |   |                              |               |
| Seasonal Court Stenographer                |                                   | 3,000                                      |                                     | 3,000                                       |                              | -             |

\*\*\* town hall employees receives a 1.75% wage increase per contract.



# LAND USE - BUDGET JUSTIFICATION

| Account                                |                           | Justification  |                          |
|--|---------------------------|--|--------------------------|
| Account                                | Department Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01490 2014 DUES, SUBSCRIPTIONS, TRAVEL | 3,000                     | Mandated course attendance for state and federal town certification for staff and commissions. Subscriptions for legal updates to regulations. | 3,000                    |
| 01490 2025 MAPS & PRINTING             | 1,500                     | Required printing and maintenance of town Zoning, Inland Wetlands and Aquifer maps. Public and legal documents for Land Use.                   | 3,000<br>1,500           |
| 01490 2026 OPEN SPACE INDEXING         | 5,000                     | Marking, recording and surveying of town-owned Open Space. This includes digitization of maps and the updating of parcel information.          | 1,500<br>5,000           |
| 01490 2034 CLOTHING                    | 975                       | Required union clothing allowance for work shoes and uniform.  | 5,000<br>975             |
|  |                           |  | 975                      |

## LAND USE - BUDGET JUSTIFICATION

| Account                         |                | Justification  |                          |
|---------------------------------|----------------|--|--------------------------|
| Account                         | Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01490 4060 CONTRACTUAL SERVICES | 27,800         | Potential development needs in commission expert reporting. Including soil scientists, engineers, traffic engineers, and other professional services. \$22,800.00 of the budget is for the monitoring of the town stream gages (new contract with USGS)  | 27,800                   |
| 01490 4061 LEGAL SERVICES       | 70,000         | Defense and proactive pursuit in legal requirement of land use regulations. Restoration to 06 - 07 b<br>Forced reduction in 09 - 10 has required use of contingency funds.   | 27,800<br>70,000         |
| 01490 5080 CAPITAL              | 2,400          | Replacement for field equipment for the action of enforcement and monitoring. Such as; safety field vests, gloves, hard hats, sampling waders, Munsel soil color charts, plant sampling equipment, soil augers, hand lenses, field flagging, forestry incremental borers, seive, H2O sampling tests, laboratory tests on collected samples, field first aid kit. | 70,000<br>2,400          |
|                                 |                |  | 2,400                    |

## 550 PARKS AND RECREATION

### DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The Parks and Recreation Department creates quality recreation and leisure opportunities by strengthening the community through people, parks and programs. We offer over 90 programs throughout the year which includes programs for preschool to adults and canines. These programs include, arts and crafts, cooking, dance, drama, fitness, sports, aquatics, language, kids fit, martial arts, computer, science, special events, trips and adaptive recreation. Camps for the summer include a variety of sports and specialty camps, along with day camp, teen adventure camp and grades 5 & 6 camp, which involves over 3700 participants. Our seasons also offer many special events such as Egg hunts, Halloween parties, Breakfast with Santa and Dog Days of Summer. We also facilitate and manage the lease payback program for the NYA and schedule many activities there. Summer Concerts, trail expansions and a new Skate Park has also been some improved upon highlights. We have 5 facilities we operate, Dickinson Park, Treadwell Park, Orchard Hill Preserve, Lake Lillinonah, Eichler's Cove Beach & Marina and the Newtown Teen Center. We have the following ball fields which include 22 baseball/softball fields and 20 multi-purpose fields: Fairfield Hills Fields, Watertown Fields, Glander Fields, Liberty Fields, Walnut Tree Field, Oakview Field, SAC Field & Tilson Field. The following properties are mowed by the Parks staff: Highway Department garage, Dog Pound, Ambulance Garage, Sandy Hook Fire Department, Botsford Fire Department, Youth Services building, Police Department, Town Hall South, the Teen Center and various trail heads.

### BUDGET COMMENTARY

As our department continues to grow with programs, facilities and responsibilities, it is a challenge to try to keep the budget from a increase. We are fully aware that it is still a very difficult economic time and once again have only included what is necessary and needed and in some instances such as capital and infrastructure, have not even included needed items. We also are aware that there will once again be no hiring in this budget season. We have not included the Maintainer position we were once approved for and are in desperate need of. The Capital items are listed in priority, at this time all are important. Many items have already been removed at the Parks and Recreation Commission level of review knowing that we once again can not increase our budget for these much needed and necessary items. With continued growing responsibilities in many areas of our department it is hard to continue meeting all the needs without a reduction in services. We have been very creative with doing more with less but are finding that these challenges are growing and creative ways of managing are running thin. We have come up with some ideas to help get more done with infrastructure and the purchase of a used bull dozer. Our Commission has also committed to use some of our surcharge funds to help with the cost of these items. We hope all will be considered with no additional reeducations. We are presenting a lower budget than last year at -.40%

### PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Our accomplishments this budget season include: more improvements to the Treadwell park facility, new Tennis courts and a new basketball court at Dickinson Park. Progress with the Trail Committee and a new relationship with Land Use and Open Space. Acceptance of the town land for the Dog Park. A Skate Park at Dickinson Memorial Park. Roof and exterior completion and remediation's to the maintenance garage to help support our growing maintenance needs. A stronger relationship with the land use agency to work on trails and open space suitable for town usage. To improve our Parks parking issues. To continue to work on a plan for replacing Fun Space at Dickinson Park and making it handicapped accessible. To successfully move forward with a Community Center to meet the demands and needs we are facing to have our own facility and not be solely dependent on the school buildings and the limits we have to offering programs and recreational experiences to the community. This will also allow us to add water aerobic and adult programming for seniors who want more active programming and to be in a mixed age community setting. We have also eliminated the private property manager at Eichler's cove and are moving forward with a town run facility to continue to improve and upgrade this gem of a facility. We are continuing to work with the Fairfield Hills master plan committee to ensure recreational programming for all demographic groups of our community.

# 550 PARKS AND RECREATION

|  | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01550 1001 DIRECTOR                    | 56,355              | 63,392              | 67,000                         | 67,000                           | 67,000           | 67,000                            |                                    |                                   |
| 01550 1002 ADMINISTRATION              | 293,785             | 293,429             | 304,375                        | 304,375                          | 307,735          | 307,735                           |                                    |                                   |
| 01550 1003 PARK MAINTAINER OVERTIME    | 51,582              | 47,146              | 53,282                         | 53,282                           | 53,282           | 53,282                            |                                    |                                   |
| 01550 1004 PARK MAINTAINER SALARY      | 350,062             | 354,893             | 384,924                        | 384,924                          | 384,924          | 384,924                           |                                    |                                   |
| 01550 1005 SUMMER PROGRAM              | 94,217              | 86,317              | 103,377                        | 103,377                          | 94,217           | 94,217                            |                                    |                                   |
| 01550 1006 LIFE GUARDS                 | 64,545              | 67,944              | 101,490                        | 101,490                          | 101,490          | 101,490                           |                                    |                                   |
| 01550 1007 RANGERS & GATE ATTENDANTS   | 45,035              | 50,332              | 59,910                         | 59,910                           | 59,910           | 59,910                            |                                    |                                   |
| 01550 1008 PART TIME STAFF             | 13,621              | 15,761              | 21,900                         | 21,900                           | 21,900           | 21,900                            |                                    |                                   |
| 01550 2004 RECREATION SUPPLIES         | 9,527               | 9,650               | 9,650                          | 9,650                            | 9,650            | 9,650                             |                                    |                                   |
| 01550 2008 SIGNS                       | 6,000               | 5,941               | 6,000                          | 6,000                            | 6,000            | 6,000                             |                                    |                                   |
| 01550 2013 EDUCATION & TRAINING        | 5,150               | 5,571               | 10,975                         | 10,975                           | 10,975           | 10,975                            |                                    |                                   |
| 01550 2018 UTILITIES                   | 47,524              | 37,272              | 71,660                         | 71,660                           | 71,660           | 71,660                            |                                    |                                   |
| 01550 2024 POOL EXPENSES               | 32,145              | 32,342              | 32,342                         | 32,342                           | 32,342           | 32,342                            |                                    |                                   |
| 01550 2034 SAFETY CLOTHES & ALLOWANCES | 13,424              | 9,020               | 13,150                         | 13,150                           | 12,650           | 12,650                            |                                    |                                   |
| 01550 3051 GENERAL MAINTENANCE         | 28,869              | 30,098              | 31,700                         | 31,700                           | 31,700           | 31,700                            |                                    |                                   |
| 01550 3052 GROUNDS MAINTENANCE         | 107,781             | 114,771             | 117,161                        | 117,161                          | 117,161          | 117,161                           |                                    |                                   |
| 01550 3053 TRAIL MAINTENANCE           | 2,879               | 4,945               | 6,200                          | 6,200                            | 6,200            | 6,200                             |                                    |                                   |
| 01550 4060 CONTRACTUAL SERVICES        | 221,474             | 270,561             | 280,000                        | 280,000                          | 270,000          | 270,000                           |                                    |                                   |
| 01550 5080 CAPITAL                     | 341,094             | 179,747             | 167,600                        | 167,600                          | 176,500          | 176,500                           |                                    |                                   |
| TOTAL PARKS AND RECREATION             | 1,785,070           | 1,679,132           | 1,842,696                      | 1,842,696                        | 1,835,296        | 1,835,296                         | -                                  | -                                 |

# **PARKS & RECREATION - POSITION SCHEDULE**

| Account / Position Classification               | 2010 - 2011 Amended Budget |             |               | 2011 - 2012 Requested Budget |             |                | Increase / (Decrease) |         |
|---|----------------------------|-------------|---------------|------------------------------|-------------|----------------|-----------------------|---------|
|   | Authorized Positions       | Salary Step | Budget Amount | Requested Positions          | Salary Step | Budget Request | Positions             | Budget  |
| <b>01550 1001 DIRECTOR</b>                      |                            |             |               |                              |             |                |                       |         |
| Director of Parks & Recreation                  | 1                          |             | 67,000        | 1                            |             | 67,000         | -                     | -       |
| <b>01550 1002 ADMINISTRATION</b>                |                            |             |               |                              |             |                |                       |         |
| Assistant Director of Parks                     | 1                          |             | 63,000        | 1                            |             | 63,000         | -                     | -       |
| Assistant Director of Recreation                | 1                          |             | 49,431        | 1                            |             | 49,431         | -                     | -       |
| Parks Operations Supervisor***                  | 1                          |             | 47,550        | 1                            |             | 48,382         | -                     | 832     |
| Fields Operation Supervisor***                  | 1                          |             | 52,403        | 1                            |             | 53,320         | -                     | 917     |
| Administrative Assistant***                     | 1                          |             | 42,436        | 1                            |             | 43,179         | -                     | 743     |
| Secretary***                                    | 1                          |             | 31,817        | 1                            |             | 32,374         | -                     | 557     |
| Part Time Clerical***                           | 1                          |             | 17,738        | 1                            |             | 18,049         | -                     | 311     |
|   |                            |             | 304,375       |                              |             | 307,735        |                       | 3,360   |
| <b>01550 1004 PARK MAINTAINER SALARY *</b>      |                            |             |               |                              |             |                |                       |         |
| Maintainer                                      | 8                          |             | 337,904       | 8                            |             | 337,904        | -                     | -       |
| Mechanic  | 1                          |             | 43,120        | 1                            |             | 43,120         | -                     | (0)     |
| On Call Stipends                                |                            |             | 3,900         |                              |             | 3,900          |                       | -       |
|   |                            |             | 384,924       |                              |             | 384,924        |                       | (0)     |
| <b>01550 1005 SUMMER PROGRAM</b>                |                            |             |               |                              |             |                |                       |         |
| Summer Day Camp Positions                       |                            |             | 103,377       |                              |             | 94,217         |                       | (9,160) |
| <b>01550 1006 LIFE GUARDS</b>                   |                            |             |               |                              |             |                |                       |         |
| Life Guard                                      |                            |             | 101,490       |                              |             | 101,490        |                       | -       |
| <b>01550 1007 RANGERS &amp; GATE ATTENDANTS</b> |                            |             |               |                              |             |                |                       |         |
| Rangers / Gate Attendants                       |                            |             | 59,910        |                              |             | 59,910         |                       | -       |
| <b>01550 1008 PART TIME STAFF</b>               |                            |             |               |                              |             |                |                       |         |
| Part Time                                       |                            |             | 21,900        |                              |             | 21,900         |                       | -       |

\* parks & recreation contract expires on 6/30/2011.

\*\*\* town hall employees receives a 1.75% wage increase per contract.

# **PARKS & RECREATION - BUDGET JUSTIFICATION**

| <b>Account</b>                      |                                 | <b>Justification</b>  |  |
|-------------------------------------|---------------------------------|---|--|
| Account                             | Department<br>Budget<br>Request | Item(s) / Description   | Itemized<br>Budgeted<br>Amount   |
| 01550 1003 PARK MAINTAINER OVERTIME | 53,282                          | Last year we requested 48,563 instead of the Actual from 2008-2009 of 51,582 because we were anticipating a new employee. When the new employee was not hired the amount for overtime was not returned and we had a shortage in our overtime account. We need to request the amount again since we lost the extra employee position. The increase covers projected union mandated hourly increase of 3.5%   | 53,282   |
| 01550 2004 RECREATION SUPPLIES      | 9,650                           | SUMMER PROGRAM:<br><br>SITE DIRECTOR'S PETTY CASH<br>ARTS & CRAFTS SUPPLIES<br>EQUIPMENT<br>FIRST AID SUPPLIES<br><br>REC. SUPPLIES FOR OTHER PROGRAMS  | 53,282<br><br>900<br>3,800<br>1,650<br>1,650<br><br>1,650              |
| 01550 2008 SIGNS                    | 6,000                           | AS IN THE PAST , THE NEED FOR ADDITIONAL SIGNAGE AT ALL OF OUR LOCATIONS IS BECOMING INCREASINGLY NECESSARY. SIGNS DISAPPEAR AND WITH THE ADDITION OF EICKLER'S COVE MANY MORE SIGNS ARE NEEDED.<br><br>SIGNS FOR OUR A-FRAME ADVERTISING; ROAD RACE, TURKEY SHOOT, REGISTRATIONS, BREAKFAST WITH SANTA ETC. THESE SIGNS HAVE HELPED WITH OUR ENROLMENT GOING UP IN PROGRAMS AND ADVERTISING TO THOSE WHO DO NOT HAVE CHILDREN IN THE SCHOOL SYSTEM   | 9,650<br><br>6,000   |
| 01550 2013 EDUCATION & TRAINING     | 10,975                          | STAFF TRAINING :<br>Examples<br>CPR AND FIRST AID TRAINING FOR WATERFRONT STAFF AND PARK STAFF<br>MISC. FOR MAINTAINERS TO ATTEND JOB RELATED classes<br>POOL OPERATOR'S CERTIFICATION COURSE/IRRIGATION TECHNICIAN COURSE<br>CDL CERTIFICATION (INCREASED HERE DUE TO MORE NEEDED) cost for course increased<br>PROFESSIONAL DUES:<br>DIRECTOR; ASSISTANT DIRECTOR PARKS & ASSISTANT DIRECTOR RECREATION<br>NATIONAL REC. AND PARKS ASSOCIATION<br>CT REC. AND PARKS ASSOC.<br>CT PARKS ASSOCIATION<br>CONF. SEMINARS , MEETINGS AND SUBSCRIPTIONS<br>MORE INFO ATTACHED FOR BREAKDOWN | 6,000<br><br>600<br>1,000<br>600<br>2,500<br><br><br><br><br><br>6,275 |
|                                     |                                 |   | 10,975   |

# **PARKS & RECREATION - BUDGET JUSTIFICATION**

| <b>Account</b>                         |  | <b>Justification</b> |  | Itemized Budgeted Amount  |
|--|--|----------------------|--|---|
|  |  | Department           | Item(s) / Description  |   |
| Account                                |  | Budget Request       |  |   |
| 01550 2018 UTILITIES                   |  | 71,660               | Utilities include electric, propane gas, and natural gas and city water.<br>New Field: water 7,000<br>Electric 1,500   | 71,660  |
| 01550 2024 POOL EXPENSES               |  | 32,342               | Treadwell city water to Treadwell will be \$6-8,000 estimate 2" service fee fire Hydrant 937 per year<br>Oakview filed irrigation is being added 4,000 estimate  | 71,660  |
|  |  |                      | ALONG WITH CHEMICAL FEES THE FOLLOWING IS INCLUDED IN POOL EXPENSES:<br>POOL SHUT DOWN AND OPENING<br>WATER<br>MAINTENANCE<br>FILTER BASKETS<br>HOSES<br>VALVES<br>PUMPS   | 20,000<br>3,600<br>1,000<br>1,742   |
| 01550 2034 SAFETY CLOTHES & ALLOWANCES |  | 12,650               | UNION MANDATED CLOTHING ALLOWANCE FOR PARKS OPERATIONS SUPERVISOR, FIELDS<br>OPERATION SUPERVISOR AND 118 maintainers<br><br>CLOTHING ALLOWANCE REPLACEMENT OF DAMAGED CLOTHING<br><br>CLOTHING ALLOWANCE FOR ASSISTANT DIRECTOR PARKS<br>STAFF SHIRTS FOR PARK RANGERS<br>SAFETY EQUIPMENT (UNION MANDATED)<br>SUMMER PROGRAM STAFF SHIRTS<br>LIFEGUARD BATHING SUITS   | 32,342<br><br>5,000<br><br>250<br><br>500<br>300<br>3,200<br>2,400<br>1,000<br>12,650 |
| 01550 3051 GENERAL MAINTENANCE         |  | 31,700               | PAINT AND STAIN FOR BUILDINGS, TABLES, FENCES, ETC<br>2000 VANDALISM REPAIRS 3,700 HAND SOAP DISINFECTANTS, PAPER PRODUCTS & lumber<br>LOCKS, CHAINS, REPLACEMENT BARBEQUES, BASES, HOMEPLATES, CEMENT<br>TENNIS & BASKETBALL NETS, NEW FLAGS<br>MISC HAND TOOLS, NUTS, BOLTS, LITTER BAGS, ETC<br>PLAYGROUND MAINTENANCE & REPAIRS, REPLACEMENT WOOD CHIPS FOR PLAYGROUNDS<br>TEEN CENTER MAINTENANCE water (crystal rick) for park crew<br>MAINTENANCE & REPAIRS FOR POOL FACILITIES, REPAIR REC. EQUIPMENT, PURCHASE FILM,<br>1000 OSHA COMPLIANCE PROJECTS | 31,700<br>31,700  |

# **PARKS & RECREATION - BUDGET JUSTIFICATION**

| <b>Account</b>                  |                              | <b>Justification</b>  |                                |
|---------------------------------|------------------------------|---|--------------------------------|
| Account                         | Department<br>Budget Request | Item(s) / Description   | Itemized Budgeted Amount       |
| 01550 3052 GROUNDS MAINTENANCE  | 117,161                      | IN ADDITION TO DICKINSON AND TREADWILL PARKS, WE ARE RESPONSIBLE FOR THE MAINTENANCE OF 40+ ATHLETIC FIELDS AND SCHOOL GROUNDS. SPORTS ARE now playing three seasons a year and in some cases four seasons. ALSO APPROXIMATELY \$35,000 OF THIS ACCOUNT IS EARMARKED FOR REQUIRED MAINTENANCE OF THE EIGHT BACK FIELDS AT THE HIGH SCHOOL.<br>Annual Soil testing<br>Top Dressing/Top[ soil<br>Seed<br>Clay<br>Paint Annual purchase of three sets of replacement tines for deep tine aerator | 117,161<br>117,161             |
| 01550 3053 TRAIL MAINTENANCE    | 6,200                        | MAINTAIN EXISTING TRAILS<br>dozer,,<br>This increase is for the responsibility added to us to provide the dog bag stations with fecal bags and garbage bags at the Fairfield Hills trail location. 1,200  | 6,200                          |
| 01550 4060 CONTRACTUAL SERVICES | 270,000                      | See detail attached<br>ADJUSTMENT   | (10,000)<br>280,000<br>270,000 |



## PARKS & RECREATION - BUDGET JUSTIFICATION

| Account            |         | Department     | Justification  |  | Itemized Budgeted Amount   |
|--------------------|---------|----------------|--|--|--|
|                    | Account | Budget Request | Item(s) / Description  |  |  |
| 01550 5080 CAPITAL | 176,500 |                | <p style="text-align: center;"><b>Capital Items</b></p> <p>1. Used 5 series bulldozer with 6 way blade- purchase small bulldozer for in-house field renovation projects as well as new construction. Will save in all project costs due to owning and not renting.</p> <p>2. Toro 5910 16" wide area rotary mower lease year three of five year lease.</p> <p>3. 300 Gallon Turf Spray Rig. Spray rig will allow more cost effective application of turf nutrients and chemicals. Current dependency on granular products subjects dept. To volatile area market. More detail attached.</p> <p>4. Replace Graco 5500 painter. Much needed replacement. Mechanic spends large amounts of time repairing and the machine spends lots of down time being repaired and halts painting field work.</p> <p>Much needed Capital items removed by Parks and Recreation Commission:</p> <p>5. Aerator/Core Processor 54,000</p> <p>6. Veri-Cut Attachment for Versa Vac 9,000</p> <p>7. Water skid tank: skid mounted water supply and pumping system. 500 gallons of water transport. 8,500</p> <p>8. Cut off saw/weed eaters /back pack blowers: replace old units that are beyond repair 2,000</p> <p>9. Additional Utility Vehicle- will use grant 11,500</p> <p>10. Field Sod stripper- 50" tractor mounted soil grinder and sod stripper. 43,000</p> <p style="text-align: right;">Total Capital Items removed by P&amp;R commission 118,000</p> <p style="text-align: center;"><b>Capital Infrastructures</b></p> <p>1. Maint Bldg Shop Equipment- third request. Needed equipment for mechanic at maintenance garage on Trades la. 18,000</p> <p>2. Field Renovations to Pee Wee #1 fields. Babe Ruth Baseball has been very vocal and attended many P&amp;R meetings about this much needed reconfiguration of Pee Wee field #1. more detail if needed is attached this job without the bulldozer will cost 50,000. The cost will be \$30,000 with our own bulldozer and parks and recreation will also contribute 15,000 from surcharge funding thus the total cost for this project to budget</p> <p>3. Band shell structure- Dickinson Park addition of cantilever shade structure for bands and outdoor events 15,000</p> <p>Much needed Capital Infrastructure items removed by P&amp;R Commission</p> <p>4. Field Renovations Oakview Field_ \$68,000 for total cost. \$48,000 with bulldozer purchase P&amp;R commission will pay for this \$48,000 from surcharge fees. 48,000</p> <p>5. Treadwell sidewalk installation- safety issue needed to be addressed for the planned sidewalk along existing force protection wall to allow safe walking area and stroller access to the pool, pavilion, playgrounds 48,000</p> <p>6. Tennis Retaining wall and Paver plaza- Treadwell Park pavers to be added between pool house, pavilion and playground 35,000</p> <p>7. Bleachers at Treadwell or Tilson field 75,000</p> <p>8. Basketball Court Lighting at Treadwell Park 45,000</p> <p>9. Replacement of Teen Center windows 11,000</p> <p style="text-align: right;">Total Capital Infrastructure Items removed by P&amp;R commission 262,000</p> |  | <p>50,000</p> <p>19,500</p> <p>45,000</p> <p>14,000</p> <p>18,000</p> <p>15,000</p> <p>15,000</p> <p>176,500</p> |

At the request of our First Selectman Pat Llodra the Parks and Recreation Commission and the Parks and Recreation Department are looking at two major initiatives that would give our department more resources to bring us above and beyond the current level of services...

1. We are in desperate need of more staff for our maintenance department; with the hiring freeze in 2008-2009 we were unable to hire an additional Park Maintainer which had already been approved for in 2007-2008. The Parks and Recreation Department is putting this as the most needed initiatives that would give our department the chance to rise above our current level of services.

This would impact:

- Park Maintainer Salaries 1004: with an increase of \$42,244.8

2034: with an increase of \$500 clothing allowance

Total budget increase      42,744.8

And any costs associated with benefits.

2. The second item that has been stalled because of available funding resources is our Capital infrastructure item #5.

Treadwell sidewalk installation: This project is a planned sidewalk along existing force protection wall to allow a safe walking area and stroller access to the pool, pavilion and playgrounds from the parking lot. The sidewalk would be approximately 1100 linear feet in length. For a total cost of \$48,000. We have many infrastructure projects that are needed and important however since this addresses a safety issue for our Treadwell park users we feel it is a much needed improvement and priority.

TOWN HALL SOUTH  
3 MAIN STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4340  
FAX (203) 270-4333



CARL SAMUELSON  
ASSISTANT DIRECTOR, PARKS

## TOWN OF NEWTOWN

**TO:** Amy Mangold, Director of Parks and Recreation

**FROM:** Carl Samuelson, Assistant Director-Parks

**DATE:** January 20, 2010

**RE:** Staff justifications

I have edited a previously written document that was originally for budget defense purposes many years ago. This gives a glimpse into the broader picture as well as how our Department responsibilities have grown.

Considering the expanded responsibilities of the department, we can no longer stretch the staff thinner. We often fall short of fulfilling the time estimated for completing projects. This is not without good reason. Eight years ago this department would not have attempted to repair a fence, fix a drain, or install a new sprinkler head. We are now supporting our own infrastructure and only contracting out when the scope exceeds our ability. Prioritizing our daily functional needs often displaces other peripheral or project work. Field expectations have risen along with other responsibilities placed upon us although we have been forced to actually reduce our grooming efforts on fields to accomplish prioritized tasks.

It is important to realize that we want these responsibilities and welcome the challenge of growing as a department to better service the community. It is our goal to provide quality parks, playing surfaces and recreational opportunities for everyone that wishes to utilize our facilities. It is not possible for us to continue to improve and grow without the growing pains, or lack of staffing, we are currently experiencing.

We have replaced much needed equipment and added a few items in recent years. It is however, important to realize that much of the new equipment acquisitions have been a direct result of Board of Education fields and/or new department responsibilities. Much of the existing infrastructure and equipment is still in need of replacement.

In review of capital equipment expenditures for the past eight years, over seventy percent of these expenditures have been to replace worn out, dilapidated, or unsafe equipment. The remaining thirty percent represents new equipment purchased to increase productivity or as a direct result of increased responsibility.

The value of such purchases has paid for itself many times over and has had a direct savings benefit to the Town. This is clearly evident with the force protection guardrail we constructed at Treadwell Park. Contractor estimates to build the wall started at \$260,000. By having the equipment needed, we are able to do the project for \$105,000.

I feel it is important to mention that many of those in the community, and Town government itself do not realize the responsibilities and tasks that fall under the Parks and Recreation Department. The following will summarize and outline the general responsibilities and when they were added. This is followed by an hourly breakdown of routine duties.

### **Mowing and Landscaping:**

- Facilitate mowing contract for: Newtown High School, Newtown Middle School, Reed Intermediate School, Sandy Hook School, Middlegate School, Hawley School, VFW, Dodgingtown Green, Botsford cemetery, Tauton Hill cemetery, and Sandy Hook Cemetery and Dodgingtown Cemetery.
- Transport Equipment to, mow, weed eat, and pick up garbage on daily basis:
  - Blue and Gold Stadium
  - Back fields at Newtown HS – Added 6 in 2003
  - Fairfield Hills Fields - Added 2 in 2003, 1 in 2008
  - Watertown Fields
  - Glander Fields -Added 2 in 2005
  - Liberty Fields - Added 2 in 2002
  - Walnut Tree Field
  - Oakview Field
  - SAC Field
  - Tilson Field – Added in 2002
  - Orchard Hill Park
  - Eichlers Cove Marina - Added mowing in 2006, beach and docks in 2008, full management 2011
  - Highway Department Garage
  - Dog Pound
  - Ambulance Garage
  - Sandy Hook Fire Dept. - Added per selectman 2005
  - Botsford Fire Dept. – Added per selectman 2007
  - Newtown Hook and Ladder – Added per selectman 2008
  - Youth Services building – Added per selectman 2006
  - Community Center
  - Police Department, Town Hall South
  - Sub Station – Added per selectman 2005
  - Teen Center
  - Lake Lillinoah Park
  - Reed School fields – Added 2003
  - Treadwell Park
  - Dickinson Park.
  - Various Trail Heads, i.e.: Als' Trail, Pole Bridge Preserve
  - Tails and setback at FFH – Added per selectman 2008

- Maintenance of above areas includes seasonal tasks associated with landscape care, such as:
  - Fall leaf removal at all mentioned areas including areas cut under contract.
  - Pruning of shrubbery, ornamental and small trees.
  - Tick control practices and associated posting.
  - Fertilization of all athletic fields, schools and park areas.
  - Maintenance of playground equipment where present.
  - Irrigation system maintenance where present.
  - Fencing, backstop and Gate repair at above facilities.
  - Seasonal cutting of wetland and meadow areas.
  - Daily garbage removal from all parks and fields.

### **Athletic Field Care:**

- Daily maintenance of 22 Baseball/Softball fields and 20 multi-purpose fields from mid March through November including:
  - Grooming.
  - Lining and chalking.
  - Litter removal.
  - Rolling.
  - Base installation.
  - Backstop repair.
  - Edging.
  - Clay brick and infield repair.
  - Overseeding.
  - Aerating.
  - Irrigation repair.
  - Fertilization.

### **Building Maintenance:**

- Maintain all aspects of building function at:
  - Dickinson Park maintenance buildings, Pool buildings, Bathroom facilities and Summer camp structures.
  - Treadwell Park maintenance building, Pool house, bathrooms and filter equipment.
  - Teen Center.
  - Eichlers Cove buildings.

### **Plowing:**

- Responsible for plowing and snow removal duties at following locations:
  - Newtown High School – Additional parking 2010/2011
  - Newtown Middle School
  - Reed Intermediate School – Added 2003
  - Sandy Hook School
  - Middlegate School
  - Hawley School
  - Head O Meadow School
  - Fairfield Hills Campus – Fire roads 2006, entire campus added 2008
  - Orchard Hill Park

- Dog Pound
- Eichlers Cove – Added 2006
- Ambulance Garage – Added 2008
- Sandy Hook Fire Dept.
- Youth Services building
- Community Center
- Edmond Town Hall - Added 2008
- Police Department, Town Hall South - Added 2008
- Teen Center
- Lake Lillinoah Park
- Treadwell Park
- Dickinson Park.
- Various Trail Heads, i.e.: Als' Trail, Pole Bridge Preserve
- Booth Library – Added 2008
- Botsford fire Department - Added 2009
- Newtown Hook and Ladder – Added 2008
- FFH water bunkers and 8 various well houses for water department – Added 2008

### **Park Maintenance:**

- The following items are a small sample of daily tasks that are required to keep our parks and facilities running smooth:
  - Tennis court repair – nets, poles, winches and crack repair.
  - Basketball court repair - backboard, net and crack repair.
  - Pool vacuuming – daily at both town swim facilities in season.
  - Bathrooms – Cleaned twice daily at main parks.
  - Pavilion cleaning – Daily at both main parks.
  - Volleyball court grooming.
  - Pool filter and water management at Treadwell Park.
  - Birdhouse cleaning and repair – over 70 birdhouses at 4 locations.
  - Parking lot cleaning and striping.
  - Tick management – Wood chip perimeter upkeep and vegetation removal.

### **Equipment Maintenance:**

- Maintain and repair all park equipment except for registered trucks. This equipment includes.
  - Mowers
  - Chain saws
  - Tractors
  - Plows
  - Blowers
  - Weed eaters
  - Sod cutter
  - Aerators
  - Spreaders
  - Utility vehicles
  - Line painters
  - Skid steer loader
  - Seeders

## **Trails:**

- This has been the responsibility of Parks and Recreation for a number of years. Although the lack of staffing prevents much of the needed trail maintenance there is over 80 miles of marked and mapped trails in town. This years minimal request is for work that includes:
  - Trail clearing after storm damage.
  - Pruning and removal of invasive plant species.
  - Wildlife habitat management.
  - Bridge repair and construction.
  - Liability scouting.
  - Trail head parking lot grading and plowing.

Our daily responsibilities are overwhelming. It requires great effort and drive to keep up with our normal routine. Aside from this normal routine we have compiled a project list. Our project list consists of items outside of the scope of our day-to-day activities. During the busiest time of the year, when we need it most, we have no time remaining to allocate staff to these projects. Most projects are completed or started during the winter months when time permits. It is often the assumption that the winter months are slow at the Parks. In reality, the opposite is true. We are engaged in just as many outdoor project and seasonal equipment maintenance as we are in the summer. We only lack the day-to-day routine of mowing and cleaning.

The Parks and Recreation staff currently consists of eight Maintainers, one Mechanic and two Supervisors. Available labor hours are broken down as follows:

2002:

|                               | <b><u>Labor hours:</u></b> | <b><u>Admin Hours</u></b> |
|-------------------------------|----------------------------|---------------------------|
| 7 Park maintainers.           | 280 hours                  |                           |
| 1 Park Operations Supervisor. | 10 hours                   | 30 hours                  |
| Totals:                       | 290 hours                  | 30 hours                  |

2005:

|                               | <b><u>Labor hours:</u></b> | <b><u>Admin Hours</u></b> |
|-------------------------------|----------------------------|---------------------------|
| 7 Park maintainers.           | 280 hours                  |                           |
| 1 Field Operation Supervisor. | 30 hours                   | 10 hours                  |
| 1 Park Operations Supervisor. | 20 hours                   | 20 hours                  |
| Totals:                       | 330 hours                  | 30 hours                  |

2010:

|                                | <b><u>Labor hours:</u></b> | <b><u>Admin Hours:</u></b> |
|--------------------------------|----------------------------|----------------------------|
| 8 Park maintainers.            | 320 hours                  |                            |
| 1 Mechanic                     | 40                         |                            |
| 1 Field Operations Supervisor. | 30 hours                   | 10 hours                   |
| 1 Park Operations Supervisor.  | 20 hours                   | 20 hours                   |
| Totals:                        | 410 hours                  | 30 hours                   |

The hours as listed are based on the assumption that there is no employee sick, on vacation, personal or medical leave. Vacation allocations alone add up to almost a full year collectively.

In an attempt to manage our time as efficiently as possible we have tracked the hours associated with our tasks for the past few years. The hours listed are averages and do not take into account inclement weather, equipment failures or any special circumstances that would prevent us from completing these tasks in a timely fashion.

Our busy season usually starts the third week in March and ends the third week in November. Our weekly time management breaks down as follows for the spring through late fall:

|   |                       |
|---|-----------------------|
| • Mowing athletic fields – 4 staff 4 days per week          | 128 labor hours       |
| • Mowing small areas – 2 staff 2 days per week              | 32 labor hours        |
| • Grooming athletic fields – 2 staff 5 days per week        | 80 labor hours        |
| • Painting/lining athletic fields – 2 staff 3 days per week | 48 labor hours        |
| • Park maintenance – 4 staff 4 hrs/day 5 days per week      | 80 labor hours        |
| • Pool maintenance – 2 staff 4 hrs/day 5 days per week      | 40 labor hours        |
| • Garbage – 2 staff 2 hrs/day 5 days per week               | 20 labor hours        |
| • Eichlers Cove maint. 1 staff 4 hrs/day 5 days per week    | 20 labor hours        |
| • Teen center – 1 staff 1 hr/day 5 days per week            | 5 labor hours         |
| • FFH Garbage/dog waste – 1 staff 2 hr/day 5 days per wk.   | 10 labor hours        |
| • Fertilization – 2 staff 8 hr/day .75 days per week        | 12 labor hours        |
| • Dickinson Skate park – 1 staff 1 hr/day 5 days per week   | 5 labor hours         |
| • Equipment maintenance – 1 staff 5 days per week           | 40 labor hours        |
| • Irrigation maintenance – 1 staff 3 days per week          | 24 labor hours        |
| • <u>Weed eating – 1 staff 4 days per week</u>              | <u>32 labor hours</u> |

Total: 576 labor hours

The same labor breakdown for 2002 was a required 328 hours, and was 472 required hours in 2005. Our labor force has not grown in proportion to our added responsibilities.

As evident by the labor breakdown we are currently, and have been, operating in a serious labor deficit. Routine tasks are being compromised and we are not providing the level of service that is expected. The breakdown listed does not include trails maintenance, and tree work which is substituted for mowing time during the winter.

It is imperative that we add and retain competent staff and associated equipment to meet the minimum goals of our department. It is also important to note that the labor breakdown is for day-to-day routine tasks. This does not include any items from our ever-growing project list, mutual support for other departments, or consideration of emergency situations that arise.



We currently sacrifice the administrative responsibilities of our Operational Supervisors in an effort to accomplish a bare minimum. We have also been forced to cut back on items in an effort to free up labor hours. A few examples of items we have cut back on are as follows:

- Grooming fields twice per week instead of three times.
- No longer line fields for Youth Baseball.
- No longer line fields for Youth Softball.
- No longer clean locker rooms at Treadwell during pool season (contracted)
- No longer mulch all planting beds annually.
- Alternate trimming to reduce labor.
- Naturalized areas to reduce mowing.

While all departments have been forced to sacrifice during the tough economic climate, our facilities are now busier than ever, and require more input. Treadwell pool which operated for 616 hours during the 2002 swim season, was open for over 1300 hours in 2010. There is currently no other option except to grow our staff, unless we vastly reduce services, as the use of our facilities requires the associated labor tasks on a daily basis.

| TOWN OF NEWTOWN<br>ANNUAL BUDGET  | ADDITIONAL<br>INFORMATION<br>CONTRACTUAL SERVICES<br>Account no. 01-550-4060 | 0 increase from 2010-2011 |
|---|--|---------------------------|
| 2011-2012   |  |                           |
| EXPLANATION & ESTIMATES   |  |                           |
| Summer Bus service and special events   |  |                           |
| Portable Toilets  |  | 7,000                     |
| Tick Control for Dickinson & Treadwell (spraying and bait boxes)  |  | 6,100                     |
| Beautification of Parks   |  | 5,500                     |
| Dumpsters for Dickinson and Treadwell   |  | 5,500                     |
| Septic Cleaning at Parks  |  | 5,000                     |
| Security Guard for Teen Center  |  | 1,800                     |
| Treadwell-4 applications of fungicide   |  | 4,560                     |
| Winterize and Spring opening of Pool Bldg.  |  | 8,500                     |
| Cleaning service-Treadwell pool bldg./Teen Center   |  | 2,000                     |
| Service contract for pool controller (Chemical & Pool h2O controls)   |  | 13,000                    |
| Service contract ASCAP dues for musical   |  | 1,600                     |
| Annual contract-alarm system Treadwell  |  | 364                       |
| Contracted emergency repairs: i.e., roofs, well pumps, etc.   |  | 400                       |
| Open and close irrigation systems at Treadwell (3 fields);  |  | 6,000                     |
| Sandy Hook (1), Dickinson (1) Liberty (2) Middle School, Newtown High School & new FFHills field (no increase)              |  | 3,600                     |
| Quarterly water tests at Parks and Potable Water (state mandated)   |  | 1,200                     |
| Annual Tennis Court repairs   |  | 3,500                     |
| Vandalism Repairs   |  | 5,000                     |
| Fencing Repairs   |  | 5,000                     |
| Alternate annual Basketball Court repairs   |  | 1,750                     |
| Curbing and crack repairs at Park facilities  |  | 9,000                     |
| Contract mowing of VFW; Dodgingtown Green and (3) cemeteries part of lawn contract<br><i>Board of education maintenance</i> |  |                           |
| Lawn Maintenance Contract for Schools   |  | 132,126                   |
| (4) Applications of fungicide for fields  |  | 6,000                     |
| Sod for High School Fields as needed  |  | 8,000                     |
| Spraying of pesticides (grub control, fungus control and weed control)  |  | 18,500                    |
| Fertilization of back fields at High School   |  | 19,000                    |
|   |  | 280,000                   |



## TOWN OF NEWTOWN

### PARKS & RECREATION DEPARTMENT

### **2011 – 2012 Capital Equipment Items**

1. **Used 5 Series Bulldozer with 6 way blade** – Purchase small bulldozer for in-house field renovation projects as well as new construction. This department has spent tens of thousands of dollars renting this equipment in the past 5 years. We have reduced the cost of some of our infrastructure projects to show the benefits of this purchase. **\$50,000.00**
2. **Toro 5910** – Year three of five year lease. This request is to continue leasing a 16” wide area rotary mower as we have done for the past eight years. This mower is responsible for the vast majority of our mowing operations and runs every work day from April through early November. We successfully implemented this program to reduce the mowing manpower required as we were utilizing seven smaller mowers all that time. Annual lease cost: **\$19,500** (five year lease).
3. **300 Gallon Turf Spray Rig** – Add spray rig to departments equipment fleet to allow more cost effective application of turf nutrients and chemicals. Current dependency on granular products subjects department to volatile area market. Granular fertilizer products have increased 60 – 70% in the past 18 months, far exceeding our annual budget increases. We have contracted much of our required spray applications in the past; however this is not effective given time constraints. This addition allows us the ability to utilize organic and conventional turf care products that are significantly less costly on a per acre basis. **\$45,000.00**
4. **Replace Graco 5500 Painter** – Much needed replacement. Our mechanic spends large amounts of time repairing this machine and with the machine down productivity slows. **\$14,000.00**

### **The following items are much needed but have been removed by the Parks and Recreation Commission**

1. **Aerator/Core Processor** – New aerator unit to replace two existing units that are at the end of their service life. By nature, these are very high vibration pieces of equipment resulting in metal fatigue and failure. This new unit is more productive than the units it is replacing: therefore one unit will replace two. **\$54,000.00**
2. **Purchase Verti-Cut Attachment for Versa Vac** – This attachment goes on an existing leaf loader vacuum and is used for thatch removal, and spring clean up of athletic fields. Thatch management is a crucial aspect of turf care as fields become hydrophobic and require more nutrients if not properly managed. **\$9,000.00**

3. **Water Skid Tank** – Skid mounted water supply and pumping system. This will give us the ability to transport 500 gallons of water to locations with none. We frequently do this with much smaller gravity tanks and or fire apparatus. Water is used for clay moisture management on baseball fields, watering of flowers, mixing concrete and pressure washing. **\$8,500.00**
4. **Cut Off Saw/Weed Eaters/Back Pack Blowers** – Gas Cut off Saw, Weed Eaters and Back Pack Blowers to replace old units that are beyond repair. Existing units would require almost as much in parts as new units cost. Weed Eaters and Blowers are used in the daily maintenance of parks, fields and Town building. - **\$2,000.00**
5. **Additional Utility Vehicle** – This additional vehicle (second request) needed due to expanded responsibilities at Eichler's Cove Marina. Vehicle would be implemented into regular Park service, allowing us to shift an older unit to Eichler's Cove. Vehicle needed at the marina for daily clean up and maintenance of the facility. Hauling driftwood, collecting lake debris and removing garbage on a daily basis are a few of the associated tasks. **\$11,500 Grant**
6. **Field Sod Stripper** – 50" tractor mounted soil grinder and sod stripper. This attachment is used to clearly define areas for sod. This equipment is an extremely efficient method of prepping areas for sod. In the past we have contracted this service out or manually prepared areas, but the duration and frequency this equipment is needed justifies ownership. **\$43,000.00**



## TOWN OF NEWTOWN

### PARKS & RECREATION DEPARTMENT

### **2011 - 2012 Capital Infrastructures**

1. **Parks and Recreation Maintenance Building Shop Equipment** – (Third request.) Needed equipment for mechanic at equipment repair facility on Trades Lane. We have been struggling by utilizing limited equipment. A vehicle/equipment lift is needed for safe repair and maintenance of our fleet. **\$18,000.00**
2. **Field Renovations to Peewee #1** – Reconfigure Peewee Field #1 and install drainage to prevent clay wash out. The existing field loses 60-90 tons of clay per year due to erosion since construction of the Reed Intermediate School. Turning this field around would allow us to construct a properly drained infield while maintaining safe distances from the adjoining field. Job cost without a Parks and Recreation owned bulldozer **\$50,000.00**. **\$30,000.00** with a Parks and Recreation owned bulldozer. Parks and Recreation will contribute \$15,000.00 towards this project from Surcharge Funds. For a total Capital cost of **\$15,000.00**, again this can only be done with the purchase of the bulldozer.
3. **Concert Series Enhancement (Band Shell Structure)** – Addition of cantilever shade structure at Dickinson Park to provide shelter and protection from the environment when bands set up for concerts. **\$15,000.00**
4. **Field Renovation at Oakview Field** - Utilize materials from other town projects to renovate sloped fields. Screen and grade materials, install irrigation, power, and proper drainage using our equipment and labor. **\$68,000.00** without a Parks and Recreation owned bulldozer, **\$48,000.00\*** with the bulldozer purchase. The total cost of the renovation, \$48,000.00, will come from the Surcharge Account.

\*Bulldozer purchase - \$50,000.00 purchase of a used Bulldozer out of Capital Equipment Items. There will be no cost to the Town Operating budget for the Oakview Field Renovation.

### **Much needed Capital Infrastructure items removed by the Parks and Recreation Commission**

1. **Treadwell Sidewalk Installation** – Install planned sidewalk along existing force protection wall to allow safe walking area and stroller access to the pool, pavilion and playgrounds from the parking lot. Sidewalk would be approximately 1,100 linear feet in length. **\$48,000.00** (This is also a safety need.)
2. **Tennis Retaining Wall and Paver Plaza at Treadwell Park** – Pavers to be added between pool house, pavilion and playground. Install retaining wall around perimeter slope to stabilize existing tennis courts as well as new. Wall block to match existing park wall. **\$35,000.00**
3. **Bleachers at Treadwell or Tilson Field** – Install aluminum bleacher seating at field to provide adequate seating for spectators. Aluminum bleachers would be mounted on concrete footing installed in the slopes abutting the field. Ramping shall also be included to allow handicap access per code. **\$75,000.00**
4. **Basketball Court Lighting at Treadwell Park** - Install lighting at existing basketball court to extend playing time. This court is heavily used and the extension of playing time here would add recreational time for those who generally work throughout the day. **\$45,000.00**

5. **Replacement of Teen Center Windows** – Replacement of failed thermal windows at the Teen Center. Existing windows are very leaky, have lost the thermal seal between glass panes and many do not operate properly. Replacement windows to be energy star rated high efficiency windows.  
**\$11,000.00**

In this economy cannot ask for but listing at request of Newtown Youth Football

**Renovate Taylor Field per Newtown Football Request** - \$1.75 million

870 FAIRFIELD HILLS

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Operation of Fairfield Hills campus including all non-bonded expenditures including security, building maintenance, grounds maintenance and utilities.

BUDGET COMMENTARY

The proposed Budget for 2011/2012 is \$326,216 which is a 15% decrease over the prior year.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

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**870 FAIRFIELD HILLS**  
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|                                    | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|------------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                                    |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01870 5000 FAIRFIELD HILLS         | 515,239             | 409,653             | -                              | -                                | -                | -                                 | -                                  | -                                 |
| 01870 1002 ADMINISTRATIVE PAYROLL  | -                   | -                   | 44,400                         | 44,400                           | 21,000           | 21,000                            |                                    |                                   |
| 01870 2011 SUPPLIES                | -                   | -                   | 400                            | 400                              | 400              | 400                               |                                    |                                   |
| 01870 2018 UTILITIES               | -                   | -                   | 11,515                         | 11,515                           | 14,679           | 14,679                            |                                    |                                   |
| 01870 2026 MISC EXPENSES           | -                   | -                   | 1,000                          | 1,000                            | 1,000            | 1,000                             |                                    |                                   |
| 01870 3000 FEES & PROFESSIONAL SVS | -                   | -                   | 59,498                         | 59,498                           | 25,000           | 25,000                            |                                    |                                   |
| 01870 3051 REPAIRS & MAINTENANCE   | -                   | -                   | 22,800                         | 22,800                           | 24,100           | 24,100                            |                                    |                                   |
| 01870 4060 CONTRACTURAL SERVICES   | -                   | -                   | 245,387                        | 245,387                          | 240,037          | 240,037                           |                                    |                                   |
| <b>TOTAL FAIRFIELD HILLS</b>       | <b>515,239</b>      | <b>409,653</b>      | <b>385,000</b>                 | <b>385,000</b>                   | <b>326,216</b>   | <b>326,216</b>                    | <b>-</b>                           | <b>-</b>                          |



# **FAIRFIELD HILLS - BUDGET JUSTIFICATION**

| Account                           |                           | Justification  |                          |
|-----------------------------------|---------------------------|--|--------------------------|
| Account                           | Department Budget Request | Item(s) / Description  | Itemized Budgeted Amount |
| 01870 5000 FAIRFIELD HILLS        | -                         | THIS ACCOUNT WAS USED IN PRIOR YEARS. IT IS NO LONGER USED. THE ACCOUNTS ARE PROVIDED BELOW FOR MORE DETAIL. |                          |
| 01870 1002 ADMINISTRATIVE PAYROLL | 21,000                    |  |                          |
|                                   |                           |  | 21,000                   |
| 01870 2011 SUPPLIES               | 400                       | Office Supplies & Expenses   | 400                      |
|                                   |                           |  | 400                      |

# FAIRFIELD HILLS - BUDGET JUSTIFICATION

| Account                            | Department Budget Request | Justification<br>Item(s) / Description   | Itemized Budgeted Amount  |
|------------------------------------|---------------------------|--|---|
| 01870 2018 UTILITIES               | 14,679                    | Gas - Increase 5% prior year for gas @ 28 Trades Lane<br>Water/Sewer - Estimated cost water/sewer at 28 Trades Lane<br>Electrical - 28 Trades Lane / Center Green<br>Electrical - Youth Academy Parking Lot<br>Electrical - Baseball Field (Park & Rec)<br>Electrical - Duplex/Stratford Hall (Temp. Service)<br>Electrical - Security Lights behind Cochran<br>Common Charge to FHA fund<br>Baseball Field to P & R | 4,374<br>1,125<br>7,800<br>6,000<br>3,500<br>600<br>780<br>(6,000)<br>(3,500)                       |
| 01870 2026 MISC EXPENSES           | 1,000                     | Property Management expense  | 14,679<br>1,000   |
| 01870 3000 FEES & PROFESSIONAL SVS | 25,000                    | Professional Services -<br>Legal Services<br>Environmental Services<br>Property Management Services  | 1,000<br><br>1,000<br>2,000<br>22,000   |
| 01870 3051 REPAIRS & MAINTENANCE   | 24,100                    | Electrical Services<br>HVAC Services<br>Lighting<br>Plumbing Services<br>R&M Supplies<br>General Building Maintenance<br>Signage<br>Fire Protection<br>On-Site Office Telephone<br>Cleaning Supplies<br>Building Payroll & Cleaning Supplies   | 25,000<br>1,200<br>750<br>1,000<br>1,000<br>4,000<br>5,000<br>4,000<br>800<br>3,000<br>250<br>3,100 |
|                                    |                           |  | 24,100  |

# FAIRFIELD HILLS - BUDGET JUSTIFICATION

| Account                          |                           | Justification   |  | Itemized Budgeted Amount  |
|----------------------------------|---------------------------|---|--|---|
| Account                          | Department Budget Request | Item(s) / Description   |  |   |
| 01870 4060 CONTRACTURAL SERVICES | 240,037                   | <p>Security 96 man/hours/week<br/> Fire/Live Safety/Emerg. Repairs<br/> Other Office Administrative Expenses<br/> Landscape<br/> Snow Removal</p> <p>ADJUST FOR COMBINING LANDSCAPE CONTRACT WITH P &amp; R</p> | <p>FOR CONSIDERATION (FROM SELECTMEN):</p> <p>LANDSCAPE 96,000<br/> (10,000)<br/> SNOW REMOVAL 20,000<br/> —————<br/> 106,000</p> <p>TO PARK &amp; REC CONTRACTUAL SVS ACCT 01550-4060</p> <p>SECURITY 85,037</p> <p>TO POLICE CONTRACTUAL SVS ACCT 01310-2035</p> <p>THIS WOULD LEAVE 49,000 IN THE ABOVE ACCOUNT FOR SAFETY ISSUES</p> | <p>85,037<br/> 48,000<br/> 1,000<br/> 96,000<br/> 20,000<br/> (10,000)</p> <p>240,037</p> |

570 CONTINGENCY

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

The contingency account is established to provide for unforeseen costs that may arise during the year. There are no expenditures in this account. Only budget transfers to other accounts.

BUDGET COMMENTARY

In the prior years expenditure columns you will see zero expenditures for each year. This is because there are no expenditures in this account. Only budget transfers. If you see a zero amount in the amended budget column this would be due to all of the original budget amount being transferred to other accounts. The following is the original budget amounts for this account:

|                  |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|------------------|
| <u>2006/2007</u> | <u>2007/2008</u> | <u>2008/2009</u> | <u>2009/2010</u> | <u>2010/2011</u> |
| \$387,353        | \$540,000        | \$369,742        | \$455,654        | \$509,000        |

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

N/A

|                             | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|-----------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                             |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01570 2000 CONTINGENCY FUND | -                   | -                   | 334,349                        | -                                | 400,000          | 400,000                           |                                    |                                   |
| TOTAL CONTINGENCY           | -                   | -                   | 334,349                        | -                                | 400,000          | 400,000                           | -                                  | -                                 |

|   |  |  |  |
|---|--|--|--|
| <b>CONTINGENCY - BUDGET JUSTIFICATION</b> |  |  |  |
|---|--|--|--|

| Account                     |                           | Justification                  |                          |
|-----------------------------|---------------------------|--------------------------------|--------------------------|
| Account                     | Department Budget Request | Item(s) / Description          | Itemized Budgeted Amount |
| 01570 2000 CONTINGENCY FUND | 400,000                   | FOR UNANTICIPATED EXPENDITURES | 400,000                  |
|                             |                           |                                |                          |
|                             |                           |                                | 400,000                  |

580 DEBT SERVICE

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Department accounts for annual principal and interest payments on bonds and bond anticipation notes. The related debt has been used to finance projects authorized from the Town Capital Improvement Plan. The Board of Finance has a policy that states that the annual debt service amount should not be more than 10% of the total budget amount. This is a maximum cap. The Board of Finance is working to keep the limit below the 10% mark using 9% as a future goal.

BUDGET COMMENTARY

Debt service is estimated to increase \$390,538 over the prior year.

\$14,020,000 will be bonded in February 2011 reflecting approved 2010/2011 CIP projects (and prior).

Before this budget is adopted there will be an accurate amount for principal and interest (department request has an estimate for the new bonding).

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

Debt service expenditures have been at or under the 10% cap limit. It is a future goal to keep debt service expenditures at or below 9% of the total budget. Budgeted debt service amounts for 2010 - 2011 calculate to be 9.09% of the total amended budget. Because debt service expenditures are a large part of the budget it is a goal to keep year to year debt service expenditures stable as opposed to large swings in debt service.

| 580 DEBT SERVICE           | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|----------------------------|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|                            |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01580 2001 PRINCIPAL       | 6,367,885           | 7,573,867           | 6,689,958                      | 6,689,958                        | 6,835,760        | 6,835,760                         |                                    |                                   |
| 01580 2002 INTEREST        | 2,753,122           | 2,015,919           | 2,594,067                      | 2,594,067                        | 2,838,803        | 2,838,803                         |                                    |                                   |
| 01580 2003 BONDING EXPENSE | -                   | 281                 | 10,000                         | 10,000                           | 10,000           | 10,000                            |                                    |                                   |
| 01580 2004 FFH LEASE       | -                   | 165,060             | -                              | -                                | -                | -                                 |                                    |                                   |
| TOTAL DEBT SERVICE         | 9,121,007           | 9,755,127           | 9,294,025                      | 9,294,025                        | 9,684,563        | 9,684,563                         | -                                  | -                                 |



| DEBT SERVICE - BUDGET JUSTIFICATION |  |  |  |
|-------------------------------------|--|--|--|
|-------------------------------------|--|--|--|

| Account                    | Department<br>Budget<br>Request | Justification<br>Item(s) / Description                 | Itemized<br>Budgeted<br>Amount |
|----------------------------|---------------------------------|--|--------------------------------|
| 01580 2001 PRINCIPAL       | 6,835,760                       | PRINCIPAL PAYMENTS ON OUTSTANDING BONDS (SEE ATTACHED) | 6,835,760                      |
| 01580 2002 INTEREST        | 2,838,803                       | INTEREST PAYMENTS ON OUTSTANDING BONDS (SEE ATTACHED). | 2,838,803                      |
| 01580 2003 BONDING EXPENSE | 10,000                          | MISCELLANEOUS BOND EXPENSES.                           | 10,000                         |

**FISCAL YEAR 2011 - 2012**

**DEBT SERVICE RECAP:**

|                        | <u>PRINCIPAL</u> | <u>INTEREST</u>  | <u>TOTAL</u>     |     |
|------------------------|------------------|------------------|------------------|-----|
| CURRENT BOND SCHEDULE  | 6,315,760        | 2,369,133        | 8,684,893        | (A) |
| PROJECTED 02/2011 BOND | 520,000          | 469,670          | 989,670          | (B) |
| TOTAL                  | <u>6,835,760</u> | <u>2,838,803</u> | <u>9,674,563</u> |     |



# Town of Newtown, Connecticut

Projected - \$14,020,000 Bond Issue of 2011  
FOR DISCUSSION PURPOSES ONLY

## Debt Service Schedule

Part 1 of 2

| Date       | Principal  | Coupon | Interest   | Total P+I  | Fiscal Total     |
|------------|------------|--------|------------|------------|------------------|
| 02/15/2011 | -          | -      | -          | -          | -                |
| 06/30/2011 | -          | -      | -          | -          | -                |
| 08/15/2011 | -          | -      | 234,835.00 | 234,835.00 | -                |
| 02/15/2012 | 520,000.00 | 3.350% | 234,835.00 | 754,835.00 | -                |
| 06/30/2012 | -          | -      | -          | -          | 989,670.00 ← (B) |
| 08/15/2012 | -          | -      | 226,125.00 | 226,125.00 | -                |
| 02/15/2013 | 600,000.00 | 3.350% | 226,125.00 | 826,125.00 | -                |
| 06/30/2013 | -          | -      | -          | -          | 1,052,250.00     |
| 08/15/2013 | -          | -      | 216,075.00 | 216,075.00 | -                |
| 02/15/2014 | 650,000.00 | 3.350% | 216,075.00 | 866,075.00 | -                |
| 06/30/2014 | -          | -      | -          | -          | 1,082,150.00     |
| 08/15/2014 | -          | -      | 205,187.50 | 205,187.50 | -                |
| 02/15/2015 | 750,000.00 | 3.350% | 205,187.50 | 955,187.50 | -                |
| 06/30/2015 | -          | -      | -          | -          | 1,160,375.00     |
| 08/15/2015 | -          | -      | 192,625.00 | 192,625.00 | -                |
| 02/15/2016 | 750,000.00 | 3.350% | 192,625.00 | 942,625.00 | -                |
| 06/30/2016 | -          | -      | -          | -          | 1,135,250.00     |
| 08/15/2016 | -          | -      | 180,062.50 | 180,062.50 | -                |
| 02/15/2017 | 750,000.00 | 3.350% | 180,062.50 | 930,062.50 | -                |
| 06/30/2017 | -          | -      | -          | -          | 1,110,125.00     |
| 08/15/2017 | -          | -      | 167,500.00 | 167,500.00 | -                |
| 02/15/2018 | 750,000.00 | 3.350% | 167,500.00 | 917,500.00 | -                |
| 06/30/2018 | -          | -      | -          | -          | 1,085,000.00     |
| 08/15/2018 | -          | -      | 154,937.50 | 154,937.50 | -                |
| 02/15/2019 | 750,000.00 | 3.350% | 154,937.50 | 904,937.50 | -                |
| 06/30/2019 | -          | -      | -          | -          | 1,059,875.00     |
| 08/15/2019 | -          | -      | 142,375.00 | 142,375.00 | -                |
| 02/15/2020 | 750,000.00 | 3.350% | 142,375.00 | 892,375.00 | -                |
| 06/30/2020 | -          | -      | -          | -          | 1,034,750.00     |
| 08/15/2020 | -          | -      | 129,812.50 | 129,812.50 | -                |
| 02/15/2021 | 750,000.00 | 3.350% | 129,812.50 | 879,812.50 | -                |
| 06/30/2021 | -          | -      | -          | -          | 1,009,625.00     |
| 08/15/2021 | -          | -      | 117,250.00 | 117,250.00 | -                |
| 02/15/2022 | 700,000.00 | 3.350% | 117,250.00 | 817,250.00 | -                |
| 06/30/2022 | -          | -      | -          | -          | 934,500.00       |
| 08/15/2022 | -          | -      | 105,525.00 | 105,525.00 | -                |
| 02/15/2023 | 700,000.00 | 3.350% | 105,525.00 | 805,525.00 | -                |
| 06/30/2023 | -          | -      | -          | -          | 911,050.00       |
| 08/15/2023 | -          | -      | 93,800.00  | 93,800.00  | -                |
| 02/15/2024 | 700,000.00 | 3.350% | 93,800.00  | 793,800.00 | -                |
| 06/30/2024 | -          | -      | -          | -          | 887,600.00       |
| 08/15/2024 | -          | -      | 82,075.00  | 82,075.00  | -                |
| 02/15/2025 | 700,000.00 | 3.350% | 82,075.00  | 782,075.00 | -                |
| 06/30/2025 | -          | -      | -          | -          | 864,150.00       |
| 08/15/2025 | -          | -      | 70,350.00  | 70,350.00  | -                |
| 02/15/2026 | 700,000.00 | 3.350% | 70,350.00  | 770,350.00 | -                |
| 06/30/2026 | -          | -      | -          | -          | 840,700.00       |
| 08/15/2026 | -          | -      | 58,625.00  | 58,625.00  | -                |

2/2011 BONDING:

|                             |            |
|-----------------------------|------------|
| P & R Maint Fac II          | 350,000    |
| Bridge Repl - Old Mill Dam  | 270,000    |
| Sandy Hook Streetscape      | 200,000    |
| Sandy Hook Water Main       | 450,000    |
| High School Addition        | 10,000,000 |
| Middle School Roof          | 1,505,000  |
| New Animal Control Building | 750,000    |
| Reed School                 | 70,000     |
| Community Ctr Design & Demo | 425,000    |
|                             | <hr/>      |
|                             | 14,020,000 |
|                             | <hr/>      |

2/2011 NOTE:

|                      |            |
|----------------------|------------|
| High School Addition | 10,000,000 |
| Middle School Roof   | 500,000    |
|                      | <hr/>      |
|                      | 10,500,000 |
|                      | <hr/>      |

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**230 TOWN HALL MANAGERS**  
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**DEPARTMENT SERVICES / PROGRAMS DESCRIPTION**

The historic Edmond Town Hall is in a period of transition with the offices for town officials relocating to the new municipal building on the Fairfield Hills campus.

The Board of Managers is taking this time to fully survey the building and undertake major repairs and renovations. With the assistance of their advisory committee, the Board is formulating plans for utilizing the building to full advantage within the confines of permitted use.

Immediate plans include housing the Chamber of Commerce, The Borough offices, and Town Historian in the building and creating additional meeting rooms.

The movie theatre continues to offer the famous \$2.00 movies and play host to Friends of Music, the Flagpole Café, Stardust Review, and other live performances.

The Alexandria Room and catering kitchen are available for corporate and civic functions as well as cooking lessons, private parties and weddings.

Meeting rooms are available for a variety of community functions. The gym continues to be fully booked for basketball, dancing lessons, dog training, birthday parties, and shows.

**BUDGET COMMENTARY**

The budget request from the previous year has been reduced by one full-time position.

**PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS**

A new cost-saving heating/cooling unit has been installed to serve the theatre and eliminate the cost of utilities when not required for the balance of the building.

Monies have been encumbered for the re-pointing of the South wall to repair the brickwork and alleviate leaks. Work will start in Spring 2010. The Alexandria Room and catering kitchen have been totally renovated. The kitchen is a state-of-the-art commercial installation. The original cabinetry has been installed in an adjacent area to create a beautifully fitted out butler pantry.

In the ballroom, the original chandeliers have been re-wired and the finish refurbished; additional outlets and ambient lighting fixtures have been installed. The wide-plank wood floor has been sanded and re-stained to its original color. The room has been repainted in neutral tones to provide the optimum setting for almost any scheme required for an event. New period-style window treatments and a new deep beige stage curtain complete the improvements. Much of this was accomplished with financial assistance from The Mary Hawley Society and civic organizations that support MHS.

Future goals: Of the original furnishings, only the piano needs to be refurbished. New high-tech equipment needed: WI-FI access and projection equipment with computer hook-ups for corporate meetings.

| 230 TOWN HALL MANAGERS                 | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01230 0000 TOWN HALL BOARD OF MANAGERS | 190,000             | 190,000             | 170,000                        | 170,000                          | 170,000          | 170,000                           |                                    |                                   |
| TOTAL TOWN HALL MANAGERS               | 190,000             | 190,000             | 170,000                        | 170,000                          | 170,000          | 170,000                           | -                                  | -                                 |

**TOWN HALL MANAGERS - BUDGET JUSTIFICATION**

| <b>Account</b>                         |                           | <b>Justification</b>  |                          |
|--|---------------------------|---|--------------------------|
| Account                                | Department Budget Request | Item(s) / Description   | Itemized Budgeted Amount |
| 01230 0000 TOWN HALL BOARD OF MANAGERS | 170,000                   | BUDGET REQUEST - SAME AS PRIOR YEAR<br><br>SEE ATTACHED DETAIL BUDGET | 170,000                  |
|  |                           |   | 170,000                  |



890 TRANSFERS OUT - CAPITAL

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

Represents authorized transfers out to other funds. Usually done by special appropriation, hence there is no original budget amount.

BUDGET COMMENTARY

No planned transfers.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

| 890 TRANSFERS OUT - CAPITAL            | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01890 5000 RESERVE CAP & NON RECURRING | 27,000              | 111,060             | -                              | -                                | -                | -                                 | -                                  | -                                 |
| TOTAL RESERVE CAP & NONRECURRING EXP   | 27,000              | 111,060             | -                              | -                                | -                | -                                 | -                                  | -                                 |

|  |
|--|
| <b>CAPITAL &amp; NON RECURRING EXPENDITURES - BUDGET JUSTIFICATION</b> |
|--|

| Account                 |                           | Justification         |                          |
|-------------------------|---------------------------|-----------------------|--------------------------|
| Account                 | Department Budget Request | Item(s) / Description | Itemized Budgeted Amount |
| 01890 5000 TRANSFER OUT | -                         |                       | -                        |
|                         |                           |                       | -                        |

860 RESERVE CAP & NONRECURRING EXP

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

This account dedicates a portion of the Town's operating budget for capital purposes (around a quarter of one percent of the budget). This provides financial flexibility and reduces long term financing of capital items. The amount budgeted in this account is transferred to the Capital Non Recurring Fund. The Capital Non Recurring Fund is a multi year fund where funding can accumulate enabling the Town to acquire larger capital assets on a pay-as-you-go basis. This capital asset financing decision is typically done during the Capital Improvement Plan budgeting process. If during mid year a capital asset needs replacing the Town can have the financial flexibility to acquire the asset thru the Capital Non Recurring Fund (if funds are available).

BUDGET COMMENTARY

From time to time the Town has appropriated an amount for transfer to the Capital Non Recurring Fund. The last time was \$300,000 in fiscal year 2007-2008. Best practices state that funding should be done on a consistent basis. It is expected that in certain budget years funding may not be available which is accepted as long as the Town goes back to steady funding. The last few years were one of those years, due to the economic climate.

\$100,000 has been put in the department request to partially fund the 2012 grand list reval.

\$125,000 has been included for other capital items that may be identified in the CIP process.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

To establish a policy to consistently budget an amount out of the Town's operating funds to fund the Capital Non Recurring Fund.

| 860 RESERVE CAP & NONRECURRING EXP     | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET |                                   |                                    |                                   |
|--|---------------------|---------------------|--------------------------------|----------------------------------|------------------|-----------------------------------|------------------------------------|-----------------------------------|
|  |                     |                     |                                |                                  | DEPT.<br>REQUEST | BOARD OF<br>SELECTMEN<br>PROPOSED | BOARD OF<br>FINANCE<br>RECOMMENDED | LEGISLATIVE<br>COUNCIL<br>ADOPTED |
| 01860 5000 RESERVE CAP & NON RECURRING | -                   | -                   | -                              | -                                | 225,000          | 225,000                           |                                    |                                   |
| TOTAL RESERVE CAP & NONRECURRING EXP   | -                   | -                   | -                              | -                                | 225,000          | 225,000                           | -                                  | -                                 |

# CAPITAL & NON RECURRING EXPENDITURES - BUDGET JUSTIFICATION

| Account                                |                           | Justification   |  | Itemized Budgeted Amount |
|--|---------------------------|---|--|--------------------------|
| Account                                | Department Budget Request | Item(s) / Description   |  |                          |
| 01860 5000 RESERVE CAP & NON RECURRING | 225,000                   | <p>APPROXIMATELY 0.0025% OF THE OPERATING BUDGET = 275,000</p> <p>AMOUNT SET ASIDE FOR ASSESSMENT REVALUATION</p> <p>The Town of Newtown is required by state statute to perform a revaluation for the October 1st 2012 grand list. We expect the cost of this revaluation to be much less than the last one that performed for the October 1st 2007 grand list. I estimate the cost of this revaluation to be in the \$300,000 to \$350,000 range. The last revaluation in town was a full measure and list, this revaluation does not require staff to knock on doors but just requires assessments to be changed.</p> <p>Chris Kelsey CCMA II</p> <p>Contribution to the Capital Non Recurring fund</p> <p>Public Works sweeper replacement. The current sweeper is a 2006 Elgin with 5,567 hours or 194,845 road miles. Funding is requested over FOUR years.</p> <p>For fire equipment in CIP. Year 1 of 4 allocation<br/>Replacement of Fire Tankers (2)<br/>Replacement of Fire Tanker (#9) &amp; Engine (#111)<br/>Years 2 thru 4 will be \$110,000</p> |  | 100,000                  |
|  |                           |   |  | 50,000                   |
|  |                           |   |  | 75,000                   |
|  |                           |   |  | 225,000                  |

900 BOARD OF EDUCATION

DEPARTMENT SERVICES / PROGRAMS DESCRIPTION

From State statutes:

Sec. 10-222. Appropriations and budget. Financial information system. (a) Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education. Except as provided in this subsection, any such board may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate. Boards may, by adopting policies and procedures, authorize designated personnel to make limited transfers under emergency circumstances if the urgent need for the transfer prevents the board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board. Expenditures by the board of education shall not exceed the appropriation made by the municipality, with such money as may be received from other sources for school purposes. If any occasion arises whereby additional funds are needed by such board, the chairman of such board shall notify the board of finance, board of selectmen or appropriating authority, as the case may be, and shall submit a request for additional funds in the same manner as is provided for departments, boards or agencies of the municipality and no additional funds shall be expended unless such supplemental appropriation shall be granted and no supplemental expenditures shall be made in excess of those granted through the appropriating authority. The annual report of the board of education shall, in accordance with section 10-224, include a summary showing (1) the total cost of the maintenance of schools, (2) the amount received from the state and other sources for the maintenance of schools, and (3) the net cost to the municipality of the maintenance of schools. For purposes of this subsection, "meeting" means a meeting, as defined in section 1-200.

BUDGET COMMENTARY

See separate Board of Education Budget Book.

PRIOR ACCOMPLISHMENTS & 2011 - 2012 GOALS

See separate Board of Education Budget Book.

| 900 BOARD OF EDUCATION        | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>AMENDED<br>BUDGET | 2010-2011<br>ESTIMATED<br>ACTUAL | 2011-2012 BUDGET          |                 |                     |                        |
|-------------------------------|---------------------|---------------------|--------------------------------|----------------------------------|---------------------------|-----------------|---------------------|------------------------|
|                               |                     |                     |                                |                                  | SUPERINTENDENT<br>REQUEST | BOE<br>PROPOSED | BOARD OF<br>FINANCE | LEGISLATIVE<br>COUNCIL |
| 01900 0000 BOARD OF EDUCATION | 66,023,381          | 65,544,331          | 67,194,734                     | 67,194,734                       | 69,670,343                | 69,670,343      |                     |                        |
| TOTAL BOARD OF EDUCATION      | 66,023,381          | 65,544,331          | 67,194,734                     | 67,194,734                       | 69,670,343                | 69,670,343      | -                   | -                      |



| BOARD OF EDUCATION - BUDGET JUSTIFICATION |                           |  |                          |
|---|---------------------------|--|--------------------------|
| Account                                   | Department Budget Request | Justification                            | Itemized Budgeted Amount |
| 01900 0000 BOARD OF EDUCATION             | 69,670,343                | SUPERINTENDENT STATUS QUO BUDGET REQUEST | 69,670,343               |
|   |                           |  | 69,670,343               |